

2008-2009 Catalog

This catalog is published by Mitchell Community College as an announcement of programs and courses. Its purpose is to provide information and does not constitute a contract. The College has the right to make changes in policies and procedures and to either add or withdraw courses as needed. The information contained in this catalog is accurate as of March 1, 2008. Interested individuals should inquire about updates/revisions as the admissions process is initiated.

Directory

If you have any questions after reviewing this publication, please look below to find the proper office to contact.

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Statesville, NC 28677-5264

Visit MCC on the World Wide Web
www.mitchellcc.edu

Correspondence and Phone Directory

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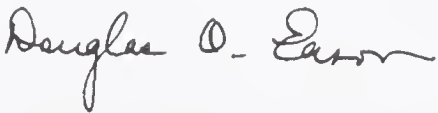
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Greetings:

Welcome to Mitchell Community College! Our College has a fascinating 150-year history and an exciting future filled with possibilities. Enrollments are increasing at a steady pace as our county and region undergo dramatic growth and development. We prepare students to continue their studies in a wide range of fields at colleges and universities across the state, and we prepare students to enter vocational and technical fields to meet the demands of a highly competitive workplace. We also offer pre-college programs in adult basic education and literacy, as well as both short- and long-term occupational training in a large number of job-related fields through our Continuing Education Division. We would like to assist you in meeting any education or training needs you or your company may have. We pride ourselves on being very “user-friendly” by combining individual attention for each student with high-quality programs of instruction. We understand that your success is our success.

The publication you have before you is intended to give an overview of the College and the programs of study we offer. We hope you will review the material provided and make good use of the information about our institution. While it is impossible to anticipate every question a person might ask, we have tried to collect the most important information available about Mitchell Community College. If you do not find what you are looking for here, we hope you will visit one of our campuses or call us at 704.878.3200 or check out our Web site (www.mitchellcc.edu) so that we can assist you in finding the answers to any questions you may have. Through education and training, we would like to help you make a wise investment in your future.

Sincerely yours,



Douglas O. Eason
President

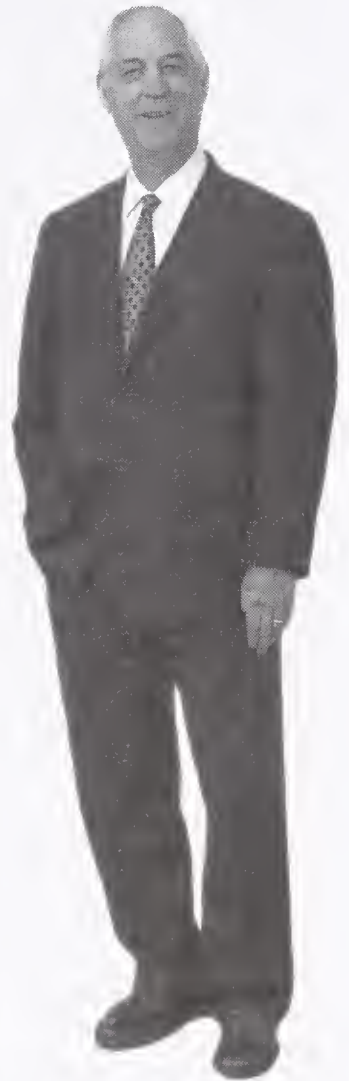


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Academic Calendar

Fall Semester 2008

August 1, Friday	Ten-month faculty return
August 12-14, Tuesday-Thursday	Fall semester final registration and payment
August 15, Friday	Last day to receive 100% refund for 16-week and first 8-week sessions
August 15, Friday	New student orientation
August 18, Monday	Fall classes begin for 16-week and first 8-week sessions
August 18-20, Monday-Wednesday	Drop/add
August 21, Thursday	Last day to receive 75% refund for first 8-week session
August 27, Wednesday	Last day to receive 75% refund for 16-week session
September 1, Monday	Labor Day (College closed)
September 22, Monday	Last day to withdraw from first 8-week session to ensure a grade of "W"
October 13-14, Monday-Tuesday	Fall break (No classes)
October 15, Wednesday	Classes end for first 8-week session
October 15, Wednesday	Last day to receive 100% refund for second 8-week session
October 16, Thursday	Classes begin for second 8-week session
October 21, Tuesday	Last day to receive 75% refund for second 8-week session
October 29, Wednesday	Last day to withdraw from 16-week session to ensure a grade of "W"
November 11-12, Tuesday-Wednesday	Early Spring registration (No classes)
November 19, Wednesday	Last day to apply for Spring and Summer 2009 graduation
November 21, Friday	Last day to withdraw from second 8-week session to ensure a grade of "W"
November 27-29, Thursday-Saturday	Thanksgiving Holiday (College closed)
December 9, Tuesday	Last day of classes
December 10, Wednesday	Reading Day (No classes)
December 11-17, Thursday-Wednesday	Final exams and end of fall semester
December 18, Thursday	Grades due/posted in computer by 3pm
December 24-31 (Wednesday-Wednesday)	Winter Holiday (College closed)

Spring Semester 2009

January 1, Thursday	New Year's Holiday (College closed)
January 2, Friday	College reopens
January 8, Thursday	Spring semester final registration and payment
January 9, Friday	Last day to receive 100% refund for 16-week and first 8-week sessions
January 9, Friday	New student orientation
January 12, Monday	Spring classes begin for 16-week and first 8-week sessions
January 12-14, Monday-Wednesday	Drop/add
January 15, Thursday	Last day to receive 75% refund for first 8-week session
January 19, Monday	Martin Luther King, Jr. Holiday (College closed)
January 22, Thursday	Last day to receive 75% refund for 16-week session
February 16, Monday	Last day to withdraw from 8-week session to ensure a grade of "W"
March 9, Monday	Classes end for first 8-week session
March 9, Monday	Last day to receive 100% refund for second 8-week session
March 10, Tuesday	Classes begin for second 8-week session
March 13, Friday	Last day to receive 75% refund for second 8-week session
March 23-28, Monday-Saturday	Spring break (No classes)

Summer Semester 2009

All dates in this calendar are subject to change. Registration, refund and withdrawal dates for each term will be announced in the Mitchell Community College course schedule.



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General Information

General Information

Institutional Description

Mitchell Community College, founded in 1852, is a comprehensive, open-admissions community college dedicated to meeting the post-secondary education and training needs of the citizens of Iredell County and surrounding areas. The college provides an array of high quality programs at low cost in an historically rich environment. Mitchell is a student-centered institution where all persons are encouraged to develop their abilities in a community that respects diversity and is supportive of individual achievement. Attuned to the social, civic, cultural, and economic development of the community as a whole, instructional programs are focused on meeting the educational and training needs of all persons over eighteen years of age and persons sixteen years of age and older with special needs.

Location

Mitchell Community College is located in piedmont North Carolina, downtown Statesville, in the foothills of the Blue Ridge Mountains. Interstate highways 40 and 77 intersect on the outskirts of the city. Statesville is situated approximately 50 miles north of Charlotte, and 50 miles southwest of Winston-Salem. The population of Iredell County is approximately 106,000.

Mission

Mitchell Community College, a learning-centered institution, provides affordable, high-quality educational and training programs and services to meet the changing and diverse lifelong learning needs of a multi-culturally diverse citizenry who live and work in a global society.

Purpose

Mitchell Community College commits its resources to the following purposes:

to provide associate degree, diploma, and certificate programs to meet the pre-service and in-service work-force development needs for industry, business, government, and service occupations; to provide associate degree programs for the first two years of academic courses leading to baccalaureate and professional degrees; to provide each student the opportunity to develop the skills and values necessary to succeed in college; to provide student development services including admissions, financial aid, counseling, and career planning, job placement, testing, and student activities; to provide educational opportunities to meet the professional, personal, and cultural needs of the community; to serve the adult population with basic education and salable skills; to enhance personal development through general and continuing education.

Belief Statements

The faculty, staff and administration of Mitchell Community College are committed to the philosophy of the comprehensive community college. We believe, therefore, that the student is the focal point of all efforts of the college; that we are a college community that respects diversity and is supportive of individual achievement; that Mitchell Community College has a responsibility to enhance the social, civic, cultural, and economic development of the community and the global society; that Mitchell Community College has a responsibility to enhance the quality of life of the community; and that the door of opportunity for learning should be open to all who seek personal and professional development.

Accreditation

Mitchell Community College is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools. Inquiries regarding accreditation status can be addressed to: 1866 Southern Lane, Decatur, Georgia 30033-4097. Telephone: 404.679.4501.

- Commission on Accreditation of Allied Health Education Programs (www.caahep.org), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, 312.553.9355

- National League for Nursing Accrediting Commission (61 Broadway, New York, NY 10006, 212.363.5555 ext.153)

Membership

Mitchell Community College is a member of:

- American Association of Collegiate Registrars and Admissions Officers
- American Community College Business Officers
- American Association of Community Colleges
- American Association of Women in Community Colleges
- Association of Community College Trustees
- Carolinas Association of Collegiate Registrars and Admissions Officers
- Charlotte Area Educational Consortium
- College Stores Association of NC
- Cooperative Education Association
- Greater Statesville Chamber of Commerce
- International Association of Administrative Professionals
- Mooresville-South Iredell Chamber of Commerce
- National Association of Student Financial Aid Administrators
- National Association of Veteran Program Administrators
- National Council on Black American Affairs
- National Institute for Staff and Organizational Development
- National League for Nursing: Associate Degree Nursing
- North Carolina Association of Colleges and Universities
- North Carolina Association of Community College Trustees
- North Carolina Association of Coordinators of Veteran Affairs
- North Carolina Citizens for Business and Industry
- NC College & University Personnel Association
- Southern Association of Colleges and Schools
- The College Board

Veterans

Persons enrolled in an approved program at Mitchell Community College will be eligible to receive Veteran's educational benefits if they qualify.





Admissions

Admissions

Admission

Mitchell Community College subscribes to the “open door” policy as set by the North Carolina Department of Community Colleges. It should be noted that a high school diploma or GED is required for entry into all post-secondary programs. The GED diploma serves as Mitchell’s test of a student’s ability to benefit from instruction.

Mitchell Community College is an equal educational opportunity institution; and in keeping with this policy, the college serves students without regard to race, color, sex, religion, creed, handicap, age or national origin.

Admission and Ability to Benefit Requirements

- High school graduate or GED equivalency diploma.
- Minimum age of 18 without a high school diploma or its equivalent qualifies for a “Special Credit Student.”
- Minimum age of 16 with identified special needs and written permission from high school principal and/or superintendent of the school system the student would normally attend. This qualifies a student for dual-enrollment and Huskins programs.

Admission Process

Completion of the following is required for all curriculum programs:

- Completed application;
- High school transcript/GED scores (if an associate degree or higher has been earned, high school transcripts/GED scores are not required);
- College transcript(s) (if transfer student anticipates receiving college transfer credit);

- Placement tests (in some cases, student may be exempt from placement tests, depending on past college credit earned.)

Admission:

Associate Degree Nursing

The Department of Nursing understands and accepts the concept of the open-door policy for general admission to Mitchell Community College. Admission to the college does not, however, guarantee admission to the Associate Degree Nursing Program. Admission into the nursing program is competitive.

In addition to the Mitchell Community College requirements for admission, the following are minimum requirements for admission to the Associate Degree Nursing Program:

1. Completed Mitchell Community College application.
2. Associate Degree Nursing program application completed with advisor.
3. Graduation from an accredited high school, complete high school transcript, or equivalent as established by the GED test. Additional official transcripts, from any previous college attended, must be submitted.
4. Maintenance of at least a 2.5 grade-point average. All course work toward the AAS Nursing degree must be completed with a grade of C or better.
5. Completion of the following prerequisite courses within the last five years with a grade of C or better, or demonstration of competency through challenge exams where applicable. One year of high school chemistry and/or CHM 131, Introduction to Chemistry, and CHM 131A lab or equivalent. One year of high school biology and/or BIO 111, General Biology I or equivalent.

6. Completion of the College Board Computerized Placement Tests with the following minimum scores*:
- 92—Reading
 - 86—Sentence Skills (English)
 - 78—Arithmetic
 - 55—Algebra
- *Minimum passing scores are subject to change.*

For a score less than any of those stated above, the student is required to retest following satisfactory completion of remedial work and upon presenting written verification of completion of such work.

7. Completion of a Nursing Assistant I course.
8. Current listing as a Nursing Assistant I on the Nurse Aide I Registry from the North Carolina Department of Health and Human Services Division of Facility Services.
9. Validation of satisfactory physical and emotional health and current immunizations will be required of every applicant after receipt of conditional acceptance and prior to final admission into the nursing program.
10. Current CPR certification by the American Heart Association at the healthcare provider level by time of enrollment into the clinical nursing component.

A limited number of openings exist in the associate degree nursing program. Admissions consideration begins January 1st of each year. Applicants will be accepted until February 15th of each year. Qualified applicants will be ranked. Points will be awarded in several categories including: pre-requisite courses and grades earned, related courses and grades earned, grade point average, and previous post-secondary degrees. Students applying for re-admission are required to meet the current admission criteria. No student is considered to be a nursing student at Mitchell Community College until the student receives official, written notification of admission to the nursing program

as given by the Admissions Office and the student enrolls in the nursing courses.

Qualifications of Graduates for

Examination—Upon graduation from the nursing program and to be eligible for licensure by examination, the graduate shall make a written application to the Board of Nursing on forms furnished by the Board and shall submit to the Board an application fee and written evidence, verified by oath, sufficient to satisfy the Board that the applicant has graduated from a course of study approved by the Board and is mentally and physically competent to practice nursing.

Medical Assisting

In addition to the Mitchell Community College admission requirements, the following are minimum requirements for admission into Medical Assisting.

- Successful completion of College Board Computerized Placement Tests with minimum scores of:

Reading	85
English	86
Arithmetic	58
Algebra	55
Keyboarding	25 WPM with <3 errors

For a score less than any of those above, the student is required to retest after successfully completing any prescribed developmental course(s) as a result of the testing scores.
- Minimum 2.0 grade-point average in secondary school and/or previous college course work.

Acceptance into the program is determined by completion of these requirements. Deadline for applications is April 30 of each year. Applications after that date will be considered on a space available basis. Upon official written notification of acceptance from the Admissions Office, the following is required:

- Early registration for fall semester
- Prior to enrollment in clinical courses, every medical assisting student must submit:

- Validation of satisfactory physical and emotional health and current immunizations.
- Validation of current CPR certification at the health-care provider level and First Aid certification.
- Completion of a Nursing Assistant I course within the last two years or employment as a Nursing Assistant I is strongly encouraged.

The Medical Assisting curriculum is structured as a 1+1 technical program that ultimately leads to an associate of applied science degree. After successful completion of the third semester, the student graduates with a diploma in Medical Assisting and may be eligible to take the certification examination and seek employment as a Medical Assistant. The AAS degree could be completed at a later time.

The Mitchell Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, 312.553.9355, upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Phlebotomy

In addition to the Mitchell Community College admission requirements, the following are minimum requirements for admission into the Phlebotomy certificate program.

- Completion of required college placement testing with the following minimum score:

Reading 80

For a score less than the above, the student is required to successfully complete any prescribed developmental course(s) as a result of the testing score.

Acceptance into the program is determined by completion of these requirements. Deadline for applications is April 30 of each year. Applications after that date will be considered on a space available basis. Upon

official written notification of acceptance from the Admissions Office, the following is required:

- Early registration for the fall semester
- Validation of satisfactory physical and emotional health and current immunizations.
- Prior to enrollment in the PBT 101 clinical course, every phlebotomy student must submit:
- Completion of a Nursing Assistant I course.
- Current listing as a Nursing Assistant I on the Nurse Aide I Registry from the North Carolina Department of Health and Human Services Division of Facility Services.
- Validation of current CPR certification at the health-care provider level
- PSY 118—Interpersonal Psychology completed or in progress, with a minimum grade of “C”
- Satisfactory completion of drug screening and criminal record check prior to the start of PBT 101 clinical may be required by the clinical agency. The student will bear this cost.

The Phlebotomy curriculum is structured as a certificate program. Students who successfully complete the required coursework may be eligible to take the ASCP certification examination.

Gaston College Dietetic Technician Admission Requirements

This information is in addition to the general admission information found in the Gaston College catalog and website, www.gaston.edu.

Accreditation Status—The Dietetic Technician Program at Gaston College is accredited by the Commission on Accreditation for Dietetics Education (CADE), the accrediting agency for the American Dietetic Association (ADA.) For more information please contact Commission on Accreditation for Dietetics Education, American Dietetic As-

sociation, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995, phone: 312.899.0040 ext. 5400.

Admission Information—The program offers its dietetic technology courses online. All non-DT prefixed courses may be taken online as well. Any courses not taken at Gaston or MCC must be transferred in with a grade of “C” or better and approved by either registrar’s office.

1. Submit to the Admissions Office a completed Application for Admission.
2. Request that your high school mail an official high school transcript to the Admissions Office at Mitchell Community College and at Gaston College, 201 Highway 321 S., Dallas, NC 28034-1499. The documentation listed below can be submitted to Gaston in the place of a traditional high school transcript.
 - a. Official Adult High School Transcript
 - b. Official copies of GED scores
 - c. Official transcript from International Correspondence School
 - d. Official transcript from Home School
 - e. Official transcript from a regionally accredited college or university reflecting an Associate Degree or higher.
3. Request that all colleges from where credit was received submit official transcripts.
4. Schedule and take the placement test. The placement evaluates skills in reading, writing and math. The placement test may not be required of any person who has scored 500 on the verbal or critical reading section and 520 on the math section of the SAT or who has a composite score of 21 on the English section and 21 on the math section of the ACT. (All test scores must be less than five years old.) A transfer student who has earned a “C” in both college level math and college level English from a regionally accredited institution shall have the test waived.

5. Attend a New Student Orientation.
6. International students must meet all admission requirements listed under General Admission Requirements. Proof of English proficiency is required. This may be established by making a minimum score of 540 (207 on the computer) on the Test of English as a Foreign Language (TOEFL).
7. Applicants must be at least 18 years old.

Additional Requirements to Be Eligible To Submit An Application to the Dietetic Technician Program:

1. Must submit a minimum HOBET (Health Occupations Basic Entrance Test) score of the following: High School level in Science Reading Comprehension and High School Level in General Mathematics. Prior to taking HOBET, you should complete coursework up to math 070, reading 090 and English 090.
2. Applicants should be aware that travel in “out-of-service” areas may be required for clinical fieldwork.
3. Must have an overall grade point average of 2.0 or better in required college courses.
4. Must have grades of “C” or better in all related courses.
5. Must have completed the required Biology and Chemistry courses within 10 years from the date of application to the program.
6. CPR Certification. The student must be currently certified in infant, child and adult CPR from the American Heart Association, the Red Cross or you may go on line to www.CPRTODAY.com. You must submit a copy of the CPR certification card prior to beginning the program.
7. A completed North Carolina Community College Student Medical Form documenting satisfactory emotional and physical health is required before entrance into the program by date to be announced by the Dietetic Technician Department Chairperson.

8. **Additional Criteria:** Students may be required to submit documentation of additional non- academic criteria such as, but not limited to, Criminal Background Checks. More information will be available upon conditional acceptance to the program.

All above information must be provided and approved prior to enrollment in the program.

The following criteria will be utilized by the Admissions Committee in the selection process of recommending applicants for admission to the program:

1. The number of related courses completed by end of the fall semester prior to making application.
2. Grade Point Average (GPA) in related courses.

Medical Laboratory Technology 2008-2009 Admissions Criteria

This information is in addition to the general admission information found in the Southwestern Community College catalog and website, www.southwesterncc.edu. The program offers its MLT courses online. All non-MLT prefixed courses may be taken online as well. Any courses not taken at SCC or MCC must be transferred in with a grade of "C" or better and approved by either registrar's office.

Labs are offered concurrently and are completed in the student's geographical area at a pre-approved clinical facility. Clinical rotations will be completed in the first and final semester at an approved clinical facility in the student's geographical area.

The program has a limited enrollment and admits up to 5 MCC students to articulate with Southwestern Community College each year. The first 5 students to complete all admission requirements for SCC and MCC will be admitted. All parts of Phase I and Phase II must be completed as outlined below to be considered for admission into the program.

Notes:

- After application and placement testing,

all interested individuals should meet with the Mitchell Community College Allied Health program coordinator to gain necessary information specific to meeting both colleges' admissions requirements.

- Suggested preparatory courses for individuals desiring a career in Medical Laboratory Technology would include biology, medical terminology, algebra and chemistry.
- Prior training in and / or certification as a phlebotomist, while not a requirement, is strongly encouraged.
- Phlebotomists desiring course credit for MLT253 Practicum I (Phlebotomy clinic) must be ASCP BOR eligible or certified.
- Students who have completed PBT100 and desire course credit for MLT 110 must provide documentation of direct-observation competency assessment using the appropriate procedure checklists.
- Applicants who were not accepted the previous year must reapply annually.
- Applicants are strongly encouraged to take general education and related coursework prior to application and acceptance into the program.

PHASE I —To be completed by March 1.
The applicant must:

1. Complete an application for admission to both colleges.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to both Colleges' Admissions Office.
4. Have a grade point average of 2.5 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).

5. Meet the Southwestern Community College Placement Test requirement. This may be met by one of the following 3 methods:

- a. Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension and grammar. The test is administered several times each week on the MCC campus and is free of charge. To schedule a test session, contact Student Services Office at 704.878.3267 (Statesville) or 704.978.5417 (Mooresville). If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, you must enroll in and successfully complete the appropriate developmental coursework. You must retest to achieve the appropriate scores. Please see the academic retest policy.
- b. Appropriate SAT or ACT scores. See Admissions section for additional details
- c. Completion of college math (MAT 140) and English (ENG 111) with a "C" or better.

6. Completion of 8 hours of observation is strongly recommended.
7. Have a computer (PC compatible) or access to a computer. Demonstrate competency navigating the Internet environment either by proof of successful completion of CIS 110, a hybrid online course, and/or online tutorial course.
8. Have access to current Microsoft Word software and Internet Explorer 5.0 or higher.

* **Note:** All developmental course work must be completed prior to the MLT program and all components of Phase I must be completed before moving to the Phase II requirement.

PHASE II

1. Review of applicant GPAs (grade point averages) by SCC program director.

Individuals will be selected based on GPA, not to be below a 2.5.

2. SCC admissions will mail letter of acceptance to selected individuals. The individual must sign and return the form indicating that they accept their slot for acceptance in the program.
3. Those individuals who return their acceptance verification form will be provided with SCC health forms and the MLT Technical/Academic Standards self-appraisal form. The health forms must be completed by the appropriate medical personnel. The completed medical forms must indicate that student is capable of meeting the physical requirements for the program. The deadline for submitting the completed forms to the program director is August 1.

The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The contact information is as follows: NAACLS, 8410 West Bryn Mawr Ave., Suite 670, Chicago, IL 60631, 733.714.8880.

Readmissions

Applications for readmission are required of all students for whom one academic year has elapsed since their last enrollment. Students must submit an application through the Admissions Office and be advised by a curriculum advisor concerning changes in their curriculum since their last date of attendance; any new degree or diploma requirements will be clarified at that time. Applicants for readmission to limited enrollment programs must follow regular admission procedures for those programs.

Admission—Transfer

Transfer students may enter Mitchell Community College upon completing the process outlined above. Official transcripts of all previous college course work must be submitted if planning to receive college transfer credit. Credit will be granted whenever possible, as stated in the Transfer of Credits Policy.

Admission—Visiting Students

A student who has been accepted by or is enrolled at another institution may enroll at Mitchell Community College as a visiting student. Such students must complete an application and should have the permission of an appropriate official at the home institution. This official should specify the courses to be taken at Mitchell. The student should enroll in only the specified courses and then only if the required prerequisite courses or their equivalents have been completed.

Dual-Enrollment Students

Dual enrollment allows high school or home-schooled students to enroll at Mitchell Community College to enrich their education experience and gain college credit while remaining in high school.

In order to meet the requirements of the program, a student must be 16 years of age or older, be attending high school at least half-time, and must submit a dual enrollment form signed by the appropriate high school or home school official for each semester of attendance. Dual enrollment students must meet standard pre-requisite requirements for courses and are not eligible for developmental course work. Tuition is not charged, but students must pay fees and buy required texts and materials.

Admission—Continuing Education

Students who are high school graduates or 18 years old or 16 years old with special permission are eligible to enter a continuing education program. Further information is available in the Continuing Education section of this publication.

Special Credit Students

A special credit student is defined as one who is enrolled in curriculum credit courses but who is not working toward a degree, diploma or certificate. Special credit students will be allowed to register for

courses provided that prerequisite requirements are met. Under “special credit” status, a student may elect to take as many courses as he/she wishes.

For admission into a degree, diploma, or certificate granting curriculum program, students classified as “special” must do the following:

1. Complete Mitchell Community College’s application for admission.
2. Show proof of high school completion (diploma or GED certificate).
3. Take the College Placement Test and meet the requirements as set by the College.
4. Be assigned an advisor in their area of concentration, if possible.

When a “special credit” student has completed the above requirements, he/she will be reclassified as a “degree-seeking” student. When “degree-seeking” status has been established, the student is bound by the catalog in effect at the time of the status change, and must satisfy all curriculum requirements outlined in that catalog. The student will work closely with his/her major advisor to plan courses that are applicable to his/her program.

International Applicants

Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the United States. International students must have graduated from a secondary school that is equivalent to secondary schools in the United States and meet the Department of Homeland Security requirements for entry into the United States. Furthermore, the Test of English as a Foreign Language (TOEFL) and the college placement tests are required of all international applicants. Students should contact a university in their native land for information about the Test of English as a Foreign Language. International applicants should write to the International Student Advisor at Mitchell Community College for additional



information or visit the College website at www.mitchellcc.edu/studserv/admissions/internl.cfm.

Placement Testing

Mitchell Community College uses the Accuplacer, Computerized Placement Tests (CPT) to assess student skills in reading, English, arithmetic, algebra, and keyboarding. Based upon placement test scores, students may be required to enroll in developmental courses.

Prospective students are encouraged to 'review' prior to taking the placement tests. Information on review opportunities can be obtained from any of the College Counselors. In competitive admissions programs such as nursing, medical assisting, and phlebotomy, competencies in reading, English, math and keyboarding must be demonstrated. Placement test scores are valid for three years.

New students may re-take the placement test one time prior to enrolling in coursework. After a student has started a developmental class, the instructor must provide permission in writing for the student to re-test.

Transfer of Credits

Educational work taken at a regionally accredited institution in which a grade of "D" or better was earned and a comparable course is offered at Mitchell Community College may be accepted if transfer is appropriate to the student's program of study, provided the student has an overall "C" average. If the overall average is less than 2.0, only grades of "C" or better will be accepted. Credit toward programs may be accepted from other agencies at the discretion of the College.

Final acceptance or rejection of transfer credits lies with the College. A minimum of 20 semester hours credit must be earned at Mitchell to be eligible for graduation in an associate degree level program. Only 25% of the total credit hours in a diploma or certificate program may be accepted as transfer credits.

Residency Requirement

Under North Carolina Statute 116-143.1, a person must qualify as a resident for tuition lower than that for nonresidents. To qualify as a resident for tuition purposes, a person must become a legal resident and remain a legal resident for at least twelve months immediately prior to classification. Thus, there is a distinction between legal residence and residence for tuition purposes. Furthermore, twelve months legal residence means more than simple abode in North Carolina. In particular it means maintaining a domicile (permanent home of indefinite duration) as opposed to "maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education." The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is on the applicant, who must show his or her entitlement by the preponderance (the greater part) of the residency information. Being classified a resident for tuition purposes is contingent on the student's seeking such status and providing all information that the institution may require in making the determination. Further information and necessary classification

forms may be obtained from the Director of Admissions and Records.

Regulations concerning the classification of students by residence are set forth in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." A copy of the manual is available in the Office of the Director of Admissions and Records.

Change of Program

Students who change from one program to another within the institution will have credit hours and quality points transferred according to the requirements of the new program. Only courses completed within the new program will be used to calculate the grade point average for graduation purposes. When a change of program is made, students must follow the program requirements in the current catalog.

College Level Examination Program

Credit may be allowed for up to 20 semester hours of college work based on appropriate scores on the CLEP General Examination where appropriate to the student's program of study.

College Board Advanced Placement Program

Credit may be allowed for up to 20 semester hours of college work based on exams as given through the College Board Advanced Placement Program. Scores on the exams must be three, four, or five. Credit is allowed only if appropriate to the student's program of study.

Military Service Experience

Veterans may receive credit for USAFI courses and for service school training where appropriate to the student's program and where a comparable course is offered by the

college. USAFI courses are evaluated on the basis of the catalog of the USAFI.

School Service Training is evaluated on the basis of "A Guide to the Evaluation of Educational Experiences in the Armed Services," published by the American Council on Education. Credit, not to exceed two semester hours, is allowed for physical education to veterans upon presentation of discharge or separation papers appropriate to the veteran's course of study. Final acceptance or rejection of the credit lies with the College.

Drug and Alcohol Policy

Mitchell Community College recognizes its obligations to all employees, students, and the general public to provide and maintain a safe environment free of alcohol and illegal drugs. Employees and students are expected to be free from the influence of the illegal use of drugs, alcohol, or other intoxicating substances. The unauthorized use, distribution, manufacture, dispensation, possession, or sale of illegal drugs or other controlled or intoxicating substances, or being under the influence of illegal drugs or controlled or intoxicating substances is prohibited while in the workplace, on College premises, or as part of any College-sponsored activities.

If any employee or student pleads guilty or is convicted of violating any criminal drug statute while in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.

Each employee or student is required to inform the college, in writing, within five work days after he or she pleads guilty or is convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity. A conviction means a

finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

Convictions of employees working under federal grants, for violating drug laws in the workplace, on college premises, or as part of any college-sponsored activity, shall be reported to the appropriate federal agency. The College must notify the U.S. government agency, with which the grant was made, within ten days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The college shall take appropriate disciplinary action within 30 days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

Students employed under the College Work Study Program are considered to be employees of the college, if the work is performed for the college in which the student is enrolled. For work performed for a federal, state, local public agency, a private nonprofit or a private for profit agency, students are considered to be employees of the college unless the agreement between the college and the organization specifies that the organization is considered to be the employer.

If an employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish an alcoholic rehabilitation program, sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.

Communicable Disease Policy

Mitchell Community College places a high priority on the need to prevent the spread of serious communicable diseases by

maintaining a safe and healthy work environment for all its campuses. The College is committed to educating its staff, students and the community about serious communicable diseases. The College will comply with all state and federal laws or regulations regarding these issues.

Disposal of Medical Waste

All members of the College community must properly dispose of medical waste (treatment and/or testing devices such as needles, diabetic blood or urine testing materials). Each of the three campuses has disposal facilities. For exact locations of approved medical waste disposal containers, contact the Coordinator of Campus Safety and Security.

Continuing Education

Mitchell Community College strives to provide academic and occupational programs consistent with the educational needs of Iredell and surrounding counties. The College provides opportunities for people to pursue vocational, cultural, and civic interests. Courses include formal academic learning, cultural advancement, vocational and technical improvement, and personal enrichment.

Classes are generally held at the Continuing Education Center, located at 701 West Front Street in Statesville. Continuing education classes are also offered at the Mooresville Center, 219 North Academy Street in Mooresville, and at various other locations throughout Iredell County. Continuing Education Units (CEU's) are awarded in accordance with Southern Association of Colleges and Schools criteria.

Attendance

The attendance requirement for most classes is 80%. Other criteria may be necessary to satisfactorily complete the course.

Fees and Supplies

Registration fees are established by the North Carolina State Board of Community Colleges and are subject to change. These fees vary according to instructional time, course content and equipment requirements. The charges for self-supporting classes are based on the cost of course delivery.

Cancellation and Refund Policy

The College reserves the right to cancel a class due to lack of enrollment. In this case, preregistered/prepaid students will be issued a full refund.

Preregistered/prepaid students who officially withdraw from a course prior to its beginning will be issued a full refund.

Participants who officially withdraw from a course prior to the 10% point will be issued a 75% refund.

Participants who withdraw from a course after the 10% point are ineligible for a refund.

Course Repetition Policy

The following course repetition policy became effective for all occupational courses, which began on or after September 1, 1993. A student enrolling in the same continuing education occupational course more than twice within a five-year period will pay the full student cost per scheduled hour or the current state fee, whichever is higher.

This provision is waived if course repetition is required by certification or licensing standards pertaining to the course in which the student is enrolled. Rescue personnel

may repeat courses, which are required by certification or licensing provisions and are directly job-related.

Community Service

Community Service Programs are designed to appeal to the avocational and special interests of adults in our community. Classes in cake decorating, painting, photography, pottery, sewing, stained glass, and other topics are sponsored through this program. There is a charge for these courses. The community services program also sponsors the band, community chorus, inspirational choir, and various special events.

Occupational Extension

Programs are delivered through occupational extension, which contribute to the economic development of the region. Classes are offered which upgrade the skills of those currently employed and prepare other individuals to enter the work force. Pre-licensing, certification and continuing education course requirements for numerous occupations such as real estate, notary public, building contractors, and vehicle safety and emissions inspection are scheduled on a regular basis.

Allied Health

These courses relate to the medical field. Nurse assistant and emergency medical training lead to state certification. Courses for initial certification, recertification and job upgrade are available. For further information, telephone 704.978.5443.

Fire Science

Mitchell Community College serves as the educational provider for training volunteer fire and rescue personnel in Iredell County. To take classes, persons must be ac-



tive members of a volunteer fire department or rescue squad. These classes are currently free of charge to volunteer firemen/rescue personnel.

HRD

The Human Resources Development (HRD) program of Mitchell Community College is designed to provide employability skills training for unemployed and under-employed adults. The program addresses topics such as the impact of technology in the workplace, re-employment procedures, effective communication skills, resume writing, interviewing strategies, college preparation, study skills, and career exploration. These classes are beneficial for dislocated workers, anyone seeking employment or advancement, or those interested in returning to school for re-training.

HRD offers an Employability Lab that is designed to assist unemployed adults with basic employability skills such as keyboarding, introductory computer skills, resume writing, interviewing, and using the Internet during the job search. Mitchell Community College also offers an Employability Lab for English as a Second Language (ESL) students that is facilitated by a bilingual instructor.

Career Readiness Certificate (CRC)

The Career Readiness Certificate (CRC) is a portable credential that promotes career development and skill attainment for the individual, and confirms to employers that an individual possesses basic workplace skills. CRC participants are assessed in: Reading for Information, Locating Information, and Applied Math. Based on assessment results, customers may take the nationally recognized WorkKeys Test and earn a Bronze, Silver, or Gold Certificate that will demonstrate proficiency in these three areas.

Basic Skills Programs

Adult Basic Education (ABE)—provides adults reading, writing, and math instruction in grade levels 0 through 8.

General Educational Development (GED)—The High School Equivalency Program is designed to test a person's knowledge in five areas: English, math, reading, natural science and social studies. Upon satisfactory completion of tests, the equivalency diploma is issued by the North Carolina Community College System. The GED is recognized as the equivalent of a high school diploma. To qualify for this program, you must:

1. Be a legal North Carolina resident;
2. Be at least 18 years old. Special need 16-17 year olds may be served upon completion of Minor Release Form that requires notarized parental permission, and release from the public school system. The GED examiner should be contacted for further information. FEE: \$7.50 initial testing fee.

English as a Second Language: Teaches reading, writing and speaking English to adults for whom English is not their primary language.

Basic Skills in the Workplace: This program is designed to meet the needs of the employer and the employee in the performance of their work. Employees receive instruction in areas such as reading, computation, problem solving, communication skills and team-working skills. Workplace vocabulary, safety procedures, workplace forms, recording time cards and various computer-assisted instructions using workplace software may be incorporated in the curricula.

Veteran/Dependent/ National Guard/ Reserve Assistance

GED programs are directed by the NC Community College System, State Board of Community Colleges and managed by individual colleges. This institution has approval for the GED program.

To ensure the programs comply with standards established for the Department of Veterans Affairs, GI Bill educational benefits contained in CFR 38, 21.4253 & 4254, this

institution administers the following procedures.

This institution complies with requirements outlined in the GED Testing Procedures Manual.

Records for clock-hour programs and semester-hour programs are complete and adequate to ensure compliance with DVA reporting requirements (attendance, progress and rate of pursuit).

Attendance: For students receiving GI Bill benefits while enrolled in this program, three unauthorized absences in a calendar month will result in probation. Students who do not maintain 85% attendance rate will be terminated (institutional standard may be used when above 85%).

Standards of Progress: For students receiving DVA Education benefits while enrolled in this program, progress will be measured monthly; will be measured against State or institutional test results (minimum grade equivalent to 70%). Student's progress will be classified as satisfactory or unsatisfactory at the end of the month. When progress is determined to be unsatisfactory, students will be placed on probation.

Probation: The following probation standards will be administered for students eligible for DVA Education benefits:

- For attendance, two months probation, maximum
- For standards of progress, two months maximum probation for clock-hour or semester-hour program.

At the end of probation when students have not attained standards, school officials will de-certify students for DVA education benefits.

Recertified: Officials will manage recertification using school standards; however, students may be recertified only after supervisors determine conditions have returned to satisfactory status. After two interruptions for benefits, students may not be recertified to VA for this program.

Business and Industry Services

Customized Training Programs

General and customized training programs are available to business and industry. These programs are designed to meet specific business or industry needs. They may be held at the business location or at the College. These programs often address technical skills, computer operations, team development, supervision and leadership. The cost of these courses varies.

WorkKeys Employment Assessments and Job Profiling

These services are available to employers who need an EEOC-compliant method for assessing current or potential employees. Assessments are completed using WorkKeys, a nationally recognized system for determining the skill sets and work-related competencies that are critical to job success. Job profiling is also available to provide a tailored description of any specific job and to identify the skill requirements relevant to that particular position.

Small Business Center

The purpose of the Small Business Center is to attract, train, counsel, and provide educational services for existing and prospective small business owners and employees. The mission of the Small Business Center is to be active in the economic growth of Iredell County by providing assistance to small businesses in order to increase the number of start-ups, expand existing small businesses, and reduce the number of small business failures.

Seminars, workshops, and courses designed for small business owners and employees are offered each semester. Many of the seminars and workshops are provided at no cost to the participant or for a nominal fee. Expert presenters from all areas of North Carolina are brought to the campus to assist in meeting the training needs of small businesses.

The Small Business Center also provides a wide array of courses in computer technology. A variety of short courses are

available providing training on various software packages that include the following: word processing, spreadsheets, databases, desktop publishing, computerized accounting, and presentation programs.

In addition to educational programming, the center provides networking opportunities for clients with many other resources available to assist the small business owner, particularly the Small Business Technology and Development Center, Winston-Salem State University.

New and Expanding Industry

This program provides for the training needs of industries new to Iredell County and also for existing companies that are undergoing a major expansion, which results in the addition of twelve or more new production jobs. The training program is administered by Mitchell Community College and serves the total college service area of Iredell County. The state of North Carolina funds the new and expanding industry program, with the funds being supplemental to the overall college operational budget. Flexible training programs are designed cooperatively with the industry and local college personnel, with customization the primary criterion for meeting the particular needs of each industry.

Focused Industrial Training

The Focused Industrial Training Program was created by the North Carolina Community College System to strengthen the partnership for training between the private industrial community and the local community college in an effort to maintain a trained work force on an on-going basis. This program is able to address changes in new technologies by providing customized training.

Focused Industrial Training can serve the training needs of an existing industry's skilled and semi-skilled work force through a cooperative effort in assessing training needs and delivery of training associated with industrial occupations. This program fills training needs that are outside the guidelines for occupational extension, new and expanding industry, and the vocational and/or technical curriculum.

Mooreville Center

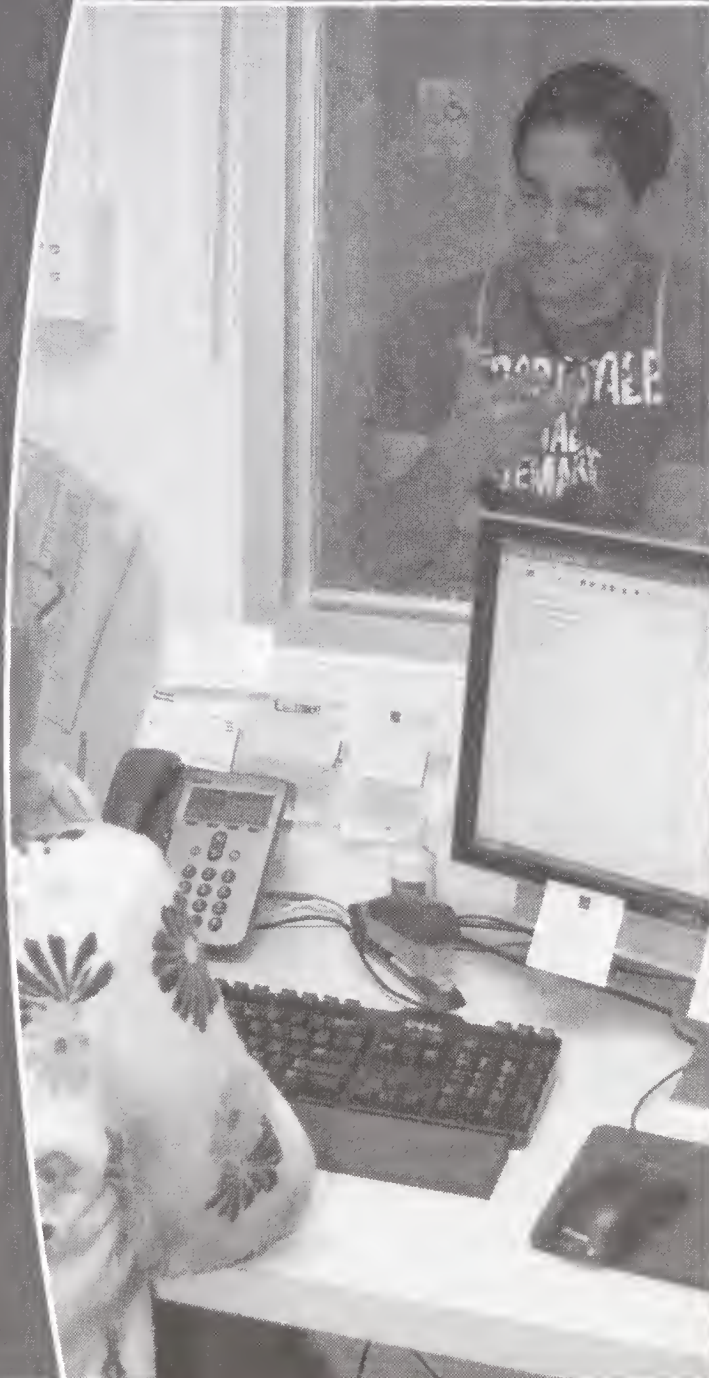
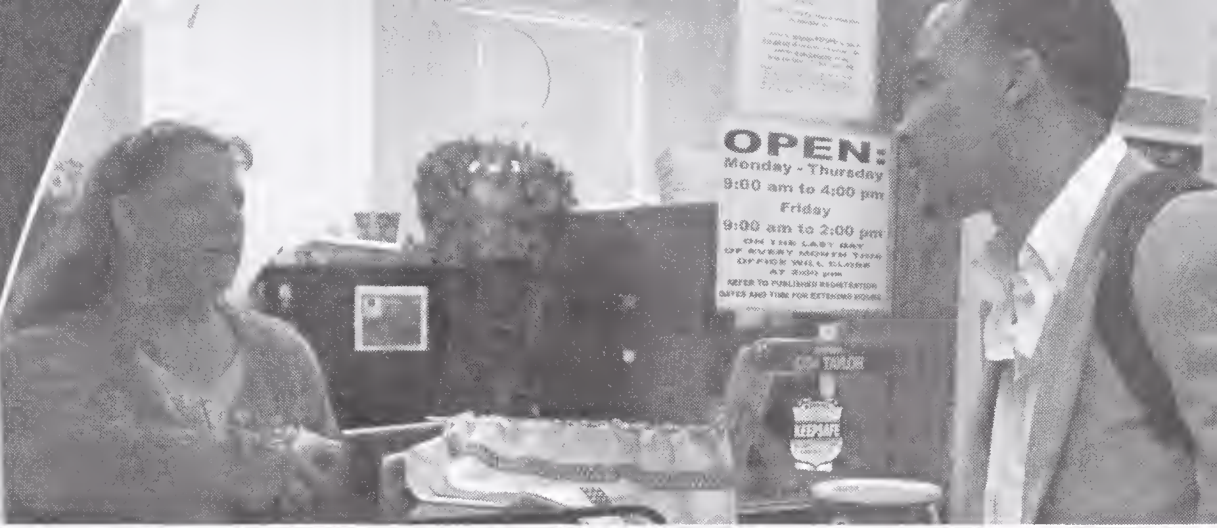
The Mooreville Center is located at 219 North Academy Street in Mooreville. For the last twenty years, this center has continually grown to accommodate the community's needs. The latest expansion to the center is a new wing that is filled with several classrooms, a state-of-the-art computer room and a large conference room that can accommodate large meetings as well as lectures.

Curriculum programs offered at the Mooreville Center throughout the year include college transfer, accounting, business administration, early childhood, information systems, medical assisting, and phlebotomy.

Other classes offered at the center include Occupational Extension courses, New and Expanding Industry Training, Focused Industrial Training, Community Service Courses, Small Business Seminars, English as a Second Language, and a wide array of Allied Health classes.

The Mooreville Center also houses a learning lab that offers Basic Skills preparation, GED preparation, and a Compensatory Education class.

The Mooreville Center hours of operation are from 8:00 a.m. to 10:00 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Friday. Weekend classes are scheduled on a regular basis. Please telephone the Center at 704.663.1923 for further information.



Expenses and Financial Aid

Expenses

Student Charges and Refunds

Mitchell Community College operates on the semester system. Students are required to pay all charges at the time of registration. Tuition charges are set by the State Board of Community Colleges and are subject to change without notice. Tuition and fees for each semester are payable on or before the tuition due date published in the MCC course schedule. Verification for sponsored billing must be received by Financial Services before a student will be allowed to register without making payment at the time of registration. A new sponsor authorization is required for each semester. A student who has an outstanding balance due to the College is not eligible for re-registration. Students will not be allowed to graduate, receive a diploma or certificate, or a transcript of their records, nor will any information concerning their records be forwarded to any other institution or other person so long as the delinquent account is outstanding.

General Guidelines for Student Charges and Refunds

Tuition: Current tuition charges are \$42.00 for in-state and \$233.30 for out-of-state per semester hour with a maximum charge of \$672.00 and \$3,732.80 per semester, respectively. Tuition and fees are subject to change by action of the North Carolina Legislature.

Exceptions: Students who have paid tuition at one institution and who are given permission to transfer to another institution shall be issued a letter verifying payment has been made for the semester. The institution to which they are transferring will accept the permission letter in lieu of payment. A student may enroll for the same semester at two or more institutions within the North Carolina Community College System. The

total amount of tuition paid may not exceed the maximum charge. N.C. residents 65 and over are not required to pay tuition.

Refunds: Mitchell Community College issues tuition refunds according to the North Carolina state policy as published in section 2D.0200 of the North Carolina Administrative Code. That code permits full tuition refunds to be made if a student withdraws prior to the beginning of the first day of the academic term. A 75 percent refund may be made upon request of the student if the student officially withdraws from class(es) prior to or on the official ten percent point of the academic term. Request for refunds will not be considered after the ten percent point. Student activity, technology fees and special course fees are not refunded. Students receive full refunds for classes cancelled by the College. If a student dies during the semester, all tuition and fees for the semester are refunded to the estate of the deceased.

Returned Checks: A \$25.00 service fee (as set out in G.S. 25-3-512) will be charged to the student's accounts receivable file for all checks returned from the bank due to insufficient funds and/or closed accounts. An exception would be made if the College is notified by the bank that the returned check was the result of a bank error.

Library Fines: A fee for lost books and over-due books is charged. If a lost book fee is charged and the book is later found and returned, the fee is refunded.

Audit Fee: Regular tuition charges apply for classes taken for audit.

Student Fee: All students are charged \$1.50 per credit hour up to eight hours or a single fee of \$19 for nine or more hours.

Exceptions: Persons who are employed as law enforcement officers are not charged a student activity fee. Documentation must be presented at the time of registration.

Transcripts: No transcript is released without the written permission of the student and twenty-four hours notice is required. Transcripts will not be released until all financial obligations to the College have been met. There is no charge for transcripts.

Books: Cost of books will vary from program to program; however, most students pay an estimated \$850 for books for the academic year.

Optional Fees: Fees, in addition to tuition, may be charged in some courses to cover the costs of supplies, facility charges, and materials. Students may also be required in certain courses to purchase tools and supplies. All students are charged \$1.00 per credit hour up to a maximum of \$16.00 per semester as a computer use and technology fee. All optional fees charged for each term will be identified in the class schedule and are subject to change without notice. Fees are only refundable before the first day of the academic term.

Graduation

Students planning to participate in the graduation ceremony may purchase a cap and gown at the Bookstore. No other graduation fees will be charged to the student.

Mitchell Community College Bookstore

Bookstore hours are available in each semester's *Curriculum Course Schedule*. The Bookstore can be reached at 704.878.3275.

Bookstore Refund Policy and Procedures

Books can be returned for credit, exchange, and/or refund during the first ten days of the semester and only with a valid MCC cash register receipt. NO RETURNS will be allowed when the shrink-wrap has been removed if the book(s) was shrink-wrapped when purchased. If the book(s) are purchased for a fast-track course, the book(s) can only be returned within the first five days of the class start date. The Financial Services Office will issue a refund check. Please allow four to six weeks for processing. Partial credit may be granted if the book(s) has been damaged or written-in. If a book is purchased after the return period, the student has 48 hours to return the book with a valid receipt and may receive full or partial credit.

- To process a check, credit card, or refund transaction, a student or parent must present:
 - The student's assigned ID number (located on printed class schedule)
 - A photo ID
 - Printed class schedule (helpful in locating the correct textbook(s))
- If paying with a credit card, the cardholder must be present.
- Financial aid, sponsored, and third-party students must present:
 - The student's printed class schedule with assigned ID number
 - A photo ID

Veteran/Dependent/ National Guard/ Reserve Assistance

Eligibility: Persons enrolled in an approved program at Mitchell Community College will be eligible to receive veteran's educational benefits if they qualify.

Exclusions: Audited courses, independent study courses, credits by exam, courses taken outside of the curriculum, courses for which transfer credit has been awarded, repeated courses with a passing grade, or any other courses not counted toward graduation will not be used in calculating hours for payment purposes. GED attendance and standards of progress: see page 24.

Attendance: Recipients are paid while in class attendance. A student who withdraws from class must notify the Assistant Financial Aid Director immediately to avoid overpayment. The student is responsible for notifying the Assistant Financial Aid Director and the Director of Admissions and Records of any reason for non-attendance. Recipients of veteran's education benefits are mailed attendance sheets at the beginning of each semester to be completed by the student, and signed by the instructor. The student is required to return this sheet to the Assistant Financial Aid Director on each reporting date indicated on the form. In addition, all students who are receiving either the Montgomery GI BILL Active duty or Selected Reserve MUST now verify their enrollments monthly to receive payments.

This verification can be done either by using the WEB Automated Verification of Enrollment (WAVE) application located at <http://www.gibill.va.gov> or by using an automated telephone system (IVR) at 1.877.823.2378 and following the prompts.

Standards of Progress: Recipients must meet the requirements for academic progress as set forth in the College Catalog and the Student Handbook. Any recipient failing to meet the Satisfactory Academic Progress standards will be placed on academic probation. If at the end of the probationary semester school standards are again not met, a second semester of probation will be allowed. If at the end of the second probationary semester school standards have not been met, the student's enrollment will be terminated for unsatisfactory progress with the Department of Veteran Affairs and be referred to a Mitchell Community College counselor to discuss progress and receive any assistance if necessary. When the student has met the conditions as set forth by the college satisfactory academic policy, the Assistant Financial Aid Director will be notified, and the recipient will be eligible to be certified with the Department of Veteran Affairs at the beginning of the next semester.

Application Process: Students should apply for admission to Mitchell, contact high school and colleges attended to send official transcripts to Mitchell Community College, provide the Admissions and Records Office with service schools or tests which may be evaluated for credit, apply for their education benefits online at www.gibill.va.gov, and provide additional information, if needed, for certification.

Payment Guidelines: Mitchell Community College does not participate in the Advance Payment Program. Recipients of VA Education benefits are required to pay all charges at the time of registration. Payments of educational benefits are made directly to the recipient by the Department of Veteran Affairs for the period the veteran is in attendance in an eligible program.

Service Members Opportunity College

Having pledged to abide by the principles and criteria of Service Members Opportunity Colleges (SOC), Mitchell Community College has been designated as a Service Members Opportunity College.

U.S. Army Reserve Officers Training Program

Mitchell Community College offers a cooperative program administered by Davidson College. Detailed information on this program is available from the Department of Military Science, Davidson College, Davidson, N.C.

Financial Aid Information

The purpose of financial aid is to provide access for students who would be unable to attend college without assistance. Applying for Financial Aid is an annual process.

Application Procedures: Apply for financial aid over the Internet at <http://www.fafsa.ed.gov>. Be sure to list Mitchell Community College (Federal Code 002947) in step six on the FAFSA.

Once the Financial Aid Office receives the student's electronic ISIR (Institutional Student Information Record), as a result of applying for financial aid, the student will be mailed a document tracking letter requesting additional documentation, if needed. If no additional documentation is needed, the student will be notified of their eligibility by letter. Please contact the Financial Aid Office for more information.

Types of Financial Aid Available: Federal Pell Grant, Federal Work-Study Program (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Education Access Rewards North Carolina (EARN), Academic Competitiveness Grant (ACG), North Carolina Education Lottery, Schol-

arship (NCELS), North Carolina Student Incentive Grant (NCSIG), North Carolina Community College Grant (NCCCCG), Scholarships, Alternative Loan Programs, Veterans Education Benefit (See Veteran's Coordinator), and Child Care Grant (see Child Care contact). A student may receive several different awards.

Financial Aid Deadlines: To guarantee the use of financial aid during early registration each semester, all documentation requested by financial aid will need to be on file in the Financial Aid Office by the following deadline dates each semester:

- Fall 2008—July 14
- Spring 2009—November 15
- Summer 2009—April 20

Scholarships: Every student applying for a scholarship is required to complete a FAFSA (Free Application for Federal Student Aid) and the MCC Scholarship Application. Mitchell Community College will consider all applicants who complete their financial aid file for available scholarships. To be considered for a scholarship and to retain a scholarship, a student must have a 2.0 GPA or higher and be enrolled for nine or more credit hours. Scholarships set up by outside donors will be awarded to students based on donor's criteria. Scholarship information may be released for publicity. Mitchell Community College awards financial aid scholarships without regard to race, color, religion, sex, age, disability, or national origin.

Distribution: Recipients of Federal Pell Grant, FWS, FSEOG, ACG, EARN, NCELS, NCCCCG, NSCIG and scholarships may charge their tuition, fees, books, and supplies against their financial aid eligibility for the semester for which they are registering. If their financial aid is greater than the expenses charged, a check will be mailed to the student by the dates specified in the award letter to the address listed on the MCC Admissions Application. Checks issued for the Nurse Scholars Program and Nurse Education Scholarship/Loan Program may be picked up on the first day of class of each semester, if the college has received funds.

Award Terms and Conditions: Your financial aid is not complete until you have

received an award letter from the Mitchell Community College Financial Aid Office. If you have not received an award letter, you are responsible for paying your tuition, fees, books, and supplies. Your financial aid application will remain valid for one academic year only, (July 1-June 30), and you must apply for financial aid each new academic year after January 1. You may only receive financial aid for courses that count toward graduation requirements at Mitchell Community College in your declared major as listed by the Admissions Office. The MCC Financial Aid Office reserves the right to review, revise or cancel an award due to professional judgment decisions, or change of academic program. Awards are based on your continued satisfactory academic progress as defined in the current MCC Catalog. Federal, state and scholarship funds committed in the award letter are contingent upon actual receipt of the funds by MCC.

The FA Award Notification is divided equally into two academic semesters. The award, based on full-time enrollment, will be ADJUSTED each semester according to the actual number of hours enrolled. Any unused portion may be awarded summer semester based on eligibility and the number of hours enrolled. Any remainder of semester's award will be disbursed, by check, and mailed from Financial Services by the designated check day after enrollment has been confirmed for the semester. Students who receive an award letter after the initial disbursement will have a check written on the next official Financial Services check write date. You may purchase textbooks from a source other than the MCC Bookstore. If interested, you will need to see your FA Advisor for more details and for the cut off dates each semester. You may not receive financial aid from more than one institution during the same semester. The MCC Financial Aid Office may release information pertaining to academic status, enrollment status, or financial status to firms or government agencies that require such information.

No Show: If a student is a "No Show" in class(es), the student's Pell Grant will be calculated based on the actual number of hours attending.



Transfer Student: If a student transfers to Mitchell Community College from another school, Mitchell Community College's federal code (002947) must be listed on the FAFSA in step six.

Telecommunication Courses: Students enrolled in telecommunication courses are eligible to receive Federal Student Aid and are subject to the same guidelines as other eligible programs.

Exclusions: Audited courses, independent student courses, credit by exams and repeated courses will not be paid by financial aid. Any term in which a student receives Title IV funds and then decide to audit a class or receive a credit by exam, the student may be liable for repayment of those funds.

Maximum Time Frame: The student is allowed to receive federal financial aid for no more than 150% of the total hours required to complete a program. If a student changes majors the total hours continue to accrue regardless of program completion.

Eligible Programs for Financial Aid: Not all diploma and certificate programs qualify as eligible programs to award financial aid. (See the Financial Aid Office)

Satisfactory Academic Progress Standard: Students must meet the U.S. Depart-

ment of Education's statutory requirements of satisfactory progress in order to receive Title IV financial aid funds. To accurately measure the student's progress in his/her program, the policy must have a quantitative measure of progress. To quantify satisfactory progress, students must complete 66% of their courses enrolled each term.

The policy also includes a qualitative measure of progress which is evaluated by reviewing a student's grade point average (GPA). Since the minimum GPA required to receive the associate degree, diploma or certificate is 2.00, curriculum students failing to maintain the requirements as set forth in the Satisfactory Academic Progress Standard will be placed on academic probation for up to two consecutive semesters.

1. Attain a 2.00 GPA for the current academic term; and
2. Meet one of the following standards:

0-15 hrs. attempted	1.25 Overall GPA
16-23 hrs. attempted	1.50 Overall GPA
24-31 hrs. attempted	1.75 Overall GPA
32 + hrs. attempted	2.00 Overall GPA
Graduation	2.00 Overall GPA

The records of Title IV financial aid recipients will be reviewed for satisfactory academic progress at the end of each

semester. The Financial Aid Office will notify students by letter of their satisfactory academic progress status. Students may be placed on one of the following levels: Level 1 Probation, Level 2 Probation or Ineligible. If satisfactory academic progress has not been made by the end of the second probationary period, the student will be notified in writing of ineligibility for financial aid. Financial aid assistance can be reinstated when the student meets the satisfactory academic progress guidelines at Mitchell Community College without receiving Title IV funds or by the appeal process. Appeals due to ineligibility must be made in writing no later than fifteen days prior to registration and must be addressed to the Financial Aid Director. The Financial Aid Committee will review the appeal request and the student will be notified of the committee's decision.

Return of Title IV Funds: The Higher Education Amendments of 1998, Public Law 105-244 require colleges to calculate the Return of Title IV Funds Policy when a recipient of Title IV aid (new or returning) completely withdraws from the college through the 60% point during a payment period. The institution must calculate the amount(s) of Title IV aid the student earned and return the unearned portion(s) of the Title IV fund(s) to the Title IV program(s). In some calculations, the institution and student will be required to return unearned Title IV funds to the Title IV programs.

Students officially begin the withdrawal process when they notify the Admissions/Records Office. Students are given an official withdrawal form to complete, sign and date. The Financial Aid Office will use the date the student signs the form as the official withdrawal date. Withdrawal dates are also determined when an instructor enters a "W" or "WF" and the last date of attendance on the student's record. A weekly report is run by the Financial Aid Office to monitor whether a student has totally withdrawn from all classes for the semester. If the student does not officially begin the withdrawal process by notifying the Admissions and Records Office and the instructor does not enter a student as a complete withdrawal, the Financial Aid Office can use the date the

student otherwise provided official notice of intent to withdraw by contacting the institution.

At this point, the Financial Aid Office must determine if the student was a recipient of Title IV funds who withdrew prior to the 60% point and perform the Return of Title IV Funds calculation. If it is determined that the student received an overpayment, the Financial Aid Office is required to send written notification to the student informing the student of the amount owed and the Title IV program to repay. This notification must be sent to the student, no later than thirty calendar days after the date the Financial Aid Office is notified the student withdrew. The student has a 45-day period to take positive action by contacting the Financial Aid Office. The student can extend Title IV eligibility by repaying the overpayment in full to the college. By the 46th day, if the student has failed to take positive action, the student's overpayment will be referred to the Department of Education for collections and the overpayment will immediately be reported to NSLDS (National Student Loan Data system). The student's eligibility for Title IV funds ends.

If the Return of Title IV Funds calculation is performed and it determines that the student received less Title IV funds than the amount earned, the institution must make a post-withdrawal disbursement to the student of the earned aid that was not received. In order to make a post-withdrawal disbursement for incurred educational costs, the school must have received the student's valid Student Aid Report (SAR) or Institutional Student Information Record (ISIR) with an official Expected Family Contribution (EFC). Students must also have a complete financial aid folder (all documentation requested) on file in the Financial Aid Office. To be eligible for a post-withdrawal disbursement, the student must meet all Federal Guidelines outlined by the Department of Education.



Student Life

Student Life

Mitchell Community College is committed to helping students develop to their fullest potential. With this goal in mind, the College strives to offer social and cultural activities that build well-rounded persons as well as a comprehensive program in academics. Students at Mitchell Community College are expected to conduct themselves in accordance with federal, state, and local statutes. Mitchell Community College will cooperate with the respective law enforcement agencies in their enforcement. The CODE OF STUDENT CONDUCT AND STUDENT APPEALS procedure is detailed in the *Student Handbook*, which is distributed to each student enrolled in a curriculum program or course.

Student Responsibility

While it is the role of the College to provide counseling services and academic advising to students, the responsibility for planning and pursuing a program of study rests with the student. Course selection and a field of study should be considered carefully by the student with the assistance and support of counselors, academic advisors, administrators, faculty and staff. The student is responsible for his or her persistence in pursuing a program of study to completion and for planning entry into a career or transfer to a senior institution.

Student Records and Privacy Rights

Mitchell Community College must maintain accurate and confidential student records and must recognize the rights of students to have access to their educational and personal records in accordance with existing College policy and the Family Educational Rights and Privacy Act (FERPA). College officials responsible for the proper maintenance of educational records include the Director of Admissions and Records and the Dean of Student Services. FERPA provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the College. Students and former students have the right to inspect

and review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except to the extent that FERPA authorizes disclosure without consent. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of the Act. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

“Educational Records” include files, documents, and other materials, which contain information directly related to students. The term “educational records” does not include the following:

- Records and documents of institutional personnel which are kept apart from educational records.
- Records on the student which are made or maintained by a physician, psychiatrist, psychologist, counselor, or other recognized professionals or paraprofessionals acting in their official capacity.
- Financial records on the parents of the student.
- Records of instructional, supervisory and administrative personnel kept in their sole possession provided they are “not accessible or revealed to any other person except a substitute.”

Release of Student Educational Records

The following “Directory Information” may be made available to the public by the College without the student’s written permission unless the student notifies the Dean of Student Services in writing by the third week of the semester that such information concerning themselves is not to be made available.

- Student’s name, address, and telephone number

- Major field of study or program, club and sport activities
- Dates of attendance, degrees, diplomas, honors, or awards received and the most recent previous educational institution

School officials who demonstrate a legitimate educational interest will be permitted to look at the official student file for a particular student. School officials include those employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted as its agent to provide a service instead of using College employees; a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibilities for the College.

Requests for confidential information shall not be honored without proper written consent. The written consent must specify the records or the specific data to be released and to whom it is to be released, and each request must be handled separately. Exceptions to this policy are:

- Requests for confidential information will be honored without prior consent of the student in connection with an emergency.
- Official requests in connection with the audit and evaluation of federal or state supported programs or in connection with enforcement of federal or legal requirements which relate to such programs.
- An official order of a court of competent jurisdiction.
- Subpoena. (Students will be notified immediately by registered mail that their records are being subpoenaed.)
- Persons or organizations providing financial aid to the student or determining financial aid decisions.

Services to Individuals with Disabilities

Mitchell Community College operates programs, activities, and services to ensure that no qualified individuals with disabilities are excluded from participating in, denied the benefit of, or subjected to discrimination in College programs, activities, or services solely by reason of their disability. By federal law, a person with a disability is any person who: 1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded as having such an impairment which substantially limits one or more major life activities such as walking, seeing, hearing, speaking, or learning.

All students with disabilities have the responsibility of meeting each program's essential technical and academic standards. Reasonable accommodations, academic adjustments, and/or auxiliary aids are determined on a case-by-case basis. The College shall select among equally effective and appropriate accommodations, adjustments, and/or auxiliary aids. The College has a right to deny a request for accommodation if the documentation does not identify a specific disability, the documentation fails to verify the need for the requested services or if the documentation is not provided in a timely manner. MCC can also deny a request for accommodation if the desired accommodation would pose an undue administrative or financial burden on the College or if the accommodation would fundamentally alter the course or program. In the event a requested accommodation would pose an undue burden, MCC will endeavor to make an equally effective accommodation that would allow the requesting party equal access to MCC programs. Guidelines for appropriate documentation of disabilities are available from the disabilities coordinator upon request.

While MCC will provide auxiliary aids and services, the college cannot provide attendant care services / personal assistants or items for personal use such as wheelchairs, other mobility aids or hearing aids. If a student requires the help of a personal assistant to participate in college programs, the

disabilities coordinator can refer the student to a community resource for assistance.

It is the student's responsibility to initiate requests for accommodations. Students requiring services should contact the Office of Disability Services in room 1O3B of the Main Building, telephone 704.878.3364. Classroom accommodations should be requested at the beginning of each semester in the office of the disabilities coordinator. All requests for accommodations should be made as far in advance as possible, as some accommodations will require time and resources to provide.

If a disagreement arises concerning specific accommodation requests, efforts should first be made to resolve the issue with the Office of Disability Services. If a satisfactory agreement cannot be reached, the student, faculty member, or other college employee may file a grievance by following the college's ADA Grievance Procedure, which is published in the *Student Handbook*.

Special Populations

The purpose of the Carl D. Perkins Vocational and Technology Education Act of 1998 (P.L. 105-332) is to develop more fully the academic, vocational, and technical skills of secondary and post-secondary students who elect to enroll in vocational and technical education programs. Special population students receiving services under this Act are defined as: individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for nontraditional training and employment; single parents, including single pregnant women; displaced homemakers; and individuals with other barriers to educational achievement, including individuals with limited English proficiency. Students may access services by contacting the Office of Special Populations, located in room 103C of the Main Building, telephone 704.878.3267.

EEO Policy

Mitchell Community College is committed to a policy of affirmative action and equal opportunity for all qualified applicants for employment, all employees, all appli-

cants for admission and all students. Such employment and educational opportunities are offered without regard to race, color, religion, national origin, sex, age, political affiliation/belief or disability. This policy incorporates the requirements of Federal Executive Order 11246 and 11375 as amended, and all applicable Federal and State laws and regulations. Persons with concerns related to areas falling under federal and state regulations should contact the Equal Employment/Affirmative Action Officer, whose office is located in the Main Building, Human Resources office, telephone 704.878.4341.

Faculty Advisors

Upon completion of the admissions process, each student is assigned an advisor. In program areas these advisors are the primary instructors. In the areas A.A., A.F.A. and A.S., advisors are randomly assigned. Recognizing the advisee-advisor relationship is as important as classroom instruction, advisors are available daily for assistance in needed areas. Specialized assistance is available through the Dean of Student Services.

Counseling and Career Development Services

Professionally trained counselors are available to provide counseling and career development services to assist students in identifying and meeting their educational and career goals. Counselors are also available to help students resolve problems of a personal nature that might affect progress toward meeting educational goals.

Mitchell Community College's Counseling Center provides the following services.

- **Career Counseling:** Assistance is provided in helping individuals identify jobs/careers that match their interests, skills, abilities and personalities.
- **Career Library:** The following information is available: job descriptions, salaries, education/training requirements, and job outlook.
- **Computerized Career Decision-Making Information:** With the aid of

the computer, individuals are guided through a series of activities that facilitate career decision-making. For more information about the Counseling Center, you may telephone us at 704.878.3267. To learn more about Career Counseling, you may telephone us at 704.878.3280.

Intramurals

Intramural competitions and activities are organized for students by the Student Government Association, Student Activities personnel, and clubs and/or organizations. Activities may include basketball, pool, ping pong, video gaming, and field trips to sporting events.

Student Organizations

Mitchell Community College encourages students to be active in affairs of the institution. Through organizations, the student will find opportunities for entertainment, making new friends, leadership, and service to the college community. All student organizations must be approved by the administration and Student Government Association. The name of a full-time faculty or staff advisor must be on file with the Coordinator of Student Activities.

Student Government Association

The mission of the SGA is to make campus life more enjoyable by encouraging students to have a voice and to become involved in worthwhile campus activities.

The Student Government Association acts as an intermediary between the student body and the administration of the College, serving as a student forum representing the student to the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. All students who pay activity fees are members of the Student Government Association. The Student Life Guidelines and the Student Code of Conduct are found in the Mitchell Community College *Student Handbook*.

Student Grievance and Appeals

The student grievance and appeals procedure provides a system to channel student complaints and requests to appropriate college officials. The Student Rights, Responsibilities and Judicial Procedures Policy as published in the *Student Handbook* establishes a student's right to inquire about and to propose changes to the policies, regulations and procedures affecting the welfare of students.

Students should refer to the *Student Handbook* for policies governing academic honesty, sexual harassment, ADA grievance procedure, disciplinary procedure, and student rights and code of conduct. Students may also consult with the Dean of Student Services for assistance.

Learning Resources Center/Huskins Library

The Learning Resources Center, which became the J.P. and Mildred Huskins Library on June 26, 2000, provides resources and services which support and enhance the instructional program at Mitchell. Library services include reference assistance, book selection, group or individual library orientation, interlibrary loans, Internet access, and a coin-operated copier. Audiovisual services include equipment for viewing and listening, and video/audiocassette editing and duplication. The North Carolina Information Highway, located downstairs, is an interactive digital video classroom through which Mitchell has the ability to teach and receive classes in conjunction with over two hundred other available sites.

Regular library hours: Monday-Thursday, 8:00 a.m. to 9:00 p.m. and Friday 8:00 a.m. to 4:00 p.m.

Health and Wellness

Students at Mitchell Community College are encouraged to notify the College of medical conditions by a statement on the application form. There is also a space on the same form requesting that students provide

the College with information about whom to contact in case of an emergency. The College has a communicable disease policy and a drug and alcohol policy in the *College Catalog* and the *Student Handbook*. Medical emergencies are managed by the Iredell County EMS, Emergency Care units of Davis Regional Medical Center and Iredell Memorial Hospital. First aid kits are available in all work areas for minor injuries. Health education courses and physical education activity courses are taught by curriculum faculty members in the Physical Education Division.

In addition to formal coursework the College, through its various departments, clubs, and organizations, provides health education offerings. There is an annual health fair that provides free health screenings for students. There are educational publications and posters in a variety of campus locations that relate to drug and alcohol issues, as well as other health concerns. There are also educational workshops for students about specific diseases and conditions. Counselors in the Student Services area maintain lists of health professionals and assist students by making appropriate referrals.

Student Rights

All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and nondiscriminatory rules and regulations regarding time, place, and manner. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and college offices. No disciplinary sanctions other than temporary removal from class or

activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal.

Information about the College

Information about crime on the college campus is available to students and the general public from the Office of Campus Safety and Security, located in the Cherry Street Center (704 Cherry Street). Information about the graduation completion rate for each academic program is available in the Office of Institutional Effectiveness, which is located in the Main Building on the Statesville Campus at 500 West Broad Street. Offices are open during the regular college operating hours



Student Code of Conduct

The College reserves the right to maintain a safe and orderly educational environment for students and staff. When, therefore, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits. The following regulations set forth rules of conduct, which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in the Student Handbook.

- A. Academic Dishonesty—taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the college staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism).
- B. Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
- C. Possession of or use of alcoholic beverage or being in a state of intoxication on the college campus or of college-sponsored or supervised functions off campus or in college-owned vehicles. Possession, use or distribution of any illegal drugs. Any influence which may

be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions. (Refer to the Drug and Alcohol Policy)

- D. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material.
- E. Mental or physical abuse of any person on college premises or at college-sponsored or college supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.
- F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or any employee's performance or creates an intimidating, hostile or offensive environment.
- G. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises.
- H. Occupation or seizure of any manner of college property, a college facility or any portion thereof for a purpose inconsistent with prescribed, customary, or authorized use.
- I. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive or disruptive to the educational process of institutional functions of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff.
- J. Possession or use of a firearm, incendiary device or explosive, except in connection with a college approved activity. This also includes unauthorized use of

any instrument designed to inflict serious bodily injury to any person.

- K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
- L. Gambling.
- M. Smoking and/or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas.
- N. Violations of college regulations regarding the operation and parking of motor vehicles.
- O. Forgery, alteration, or misuse of college documents, records or instruments of identification with intent to deceive.
- P. Failure to comply with instructions of college officials acting in performance of their duties.
- Q. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
- R. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans or the passing of worthless checks to college officials.
- S. Violation of a local, state or federal criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes.
- T. Falsification of college documents. College documents include, but are not limited to, financial aid applications, admissions applications, residency determination applications, distance learning documentation, and registration materials.
- U. Engaging in inappropriate behavior that interferes with the peace, order, and efficient and effective operation of the College, such as harassing another student or College employee, playing loud music, and using loud music, threatening and/or obscene language.



Academic Policies

Academic Policies

Semester System

Mitchell operates on a three-semester system. The fall and spring semesters are sixteen weeks in length. The summer semester is ten and eight weeks in length. Semester credit hours are awarded as follows: credit of one semester hour is awarded for each 16 hours of class work; credit of one semester hour is awarded for each 32 or 48 hours of laboratory work; and credit of one semester hour is awarded for each 48 hours of clinical practice. Credit of one semester hour is also awarded for 160 hours of work experience such as cooperative education, practicums, and internships.

Registration

All students are required to register at the beginning of each semester of attendance. Students may not attend courses for which they are not officially enrolled. Formal completed enrollment is based on the official class rosters generated by the Admissions and Records Office as soon as possible after registration.

Change of Schedule

Changes in a class schedule after the last day for drop/add must be made in the office of the Director of Admissions and Records. The last day that courses may be added each semester is stated on the college calendar. Any student wishing to drop a course must complete the drop form, which is processed through the Academic Advisor and the Admissions and Records Office.

Student Course Load

Students must register for 12 semester hours to be considered full-time, and the course load must not drop below these hours per semester. These requirements are minimal to receive full VA benefits. The normal course load varies with each program. For A.A., A.S., or A.F.A. degrees, the normal course load is 16 credit hours per semester

while the normal course load for any A.A.S. technical program is eighteen credit hours per semester. Students may not register for more than 21 credit hours without approval of the Dean of Student Services. Approval of an overload will be determined on the basis of past academic achievement of the student. Students who are employed while attending college should consult with their faculty advisor to determine an appropriate course load.

Classification

Students are classified as freshmen from initial enrollment until thirty semester hours credit have been earned, at which time they are classified as sophomores. For student activities purposes, students must have been enrolled for a minimum of two semesters before they are classified as sophomores.

Attendance Policy

Regular class attendance is considered to be a vital ingredient in scholastic achievement and is one of the many responsibilities of the college student. As a result, the student is expected to be in attendance for each class meeting unless prohibited by uncontrollable events. No absence exempts the student from completing the work assigned during the absence. The student will assume the responsibility of determining what work was missed. Students anticipating an absence should contact their instructors in advance to make necessary arrangements. The instructor is responsible for informing students in writing of the class attendance policy at the beginning of each semester.

The instructor will inform the Admissions and Records Office when a student fails to comply with the attendance policy of the class or fails to attend for two consecutive weeks. A student will receive a grade of "W" if the student submits the appropriate completed drop/withdrawal form to the Admissions and Records Office prior to or on the 60% date of the semester or if the instructor drops the student from the class roster on or before the 60% date. If a student fails to comply with the attendance policy of the class or fails to attend for two consecutive weeks after the 60% date of the

semester the student will receive a “W” if the student had a passing grade on the last day of attendance or “WF” if the student had a failing grade on the last day of attendance. A “WF” carries the same academic penalty as a grade of “F”. An instructor may administratively withdraw a student who is not meeting the attendance requirements of the college. Some programs may have more stringent attendance policies than the general policy of the College. This should be stated, however, in the course syllabus and approved by the College.

Withdrawal Policy

To withdraw officially from a single course, a student should submit a completed drop form, signed by the instructor and the advisor, to Student Services. To officially withdraw from school, a student must submit a completed withdrawal form to the Admissions and Records Office. The last day to withdraw from a course or from all courses without any academic penalty is at the 60% point of the semester. The exact date for each academic term is published in the Student Handbook and in the College Catalog. A student may withdraw from a course or withdraw from all courses up to and including the published date to withdraw with a grade of “W”. After the 60% point, a student will receive a “W” if passing on the last date of attendance or a “WF” if failing on the last date of attendance. A “WF” carries the academic penalty as a grade of “F”.

NOTE: Failure to attend class or to notify the instructor does not constitute an official withdrawal.

Grading System and Grade Point Average

The 4.00 grade point system is used to calculate student grade point averages. The letter grades used are:

- A Excellent—4 grade points per semester hour
- B Good—3 grade points per semester hour
- C Average—2 grade points per semester hour

- D Passing—1 grade point per semester hour
- F Failed—No grade points per semester hour
- CE Credit by Examination
- I Incomplete—Work must be completed satisfactorily within the next semester, except that, where circumstances warrant, the instructor may approve an extension of time up to one year from the closing date of the course. If the “I” has not been removed by the designated date, a grade of “F” will be recorded.
- NC No Credit—Awarded to students who do not pass credit by examination.
- W Withdrawal—Denotes official withdrawal.
- WF Withdrawal Failing
- AU Audit—No grade points.
- TR Transfer Work
- NS No Show—Recorded for students who register for classes, but do not attend at least one class session prior to the 10% point.
- # Academic Forgiveness—grade not computed in grade point average.

The grade point average is calculated by dividing the total number of quality points earned by the total number of semester hours attempted, including both courses passed and failed, unless the courses have been repeated. When a course is repeated, the highest grade earned will be included in calculating the GPA. All courses attempted will be shown on the official transcript. A “C” average is required for graduation. On the 4.00 grade point system, a “C” average is a 2.00 grade point average. Courses below 100 are not calculated toward the grade point average.

Grade Appeal Policy

The course instructor is responsible for determining the grade a student earns for the course. The grade determination should be based on the course grading policy as detailed in the course syllabus. Occasionally,

a student may disagree with the final course grade as assigned by the instructor. In those cases, the student should follow the steps as outlined below:

1. The student should meet with the course instructor and discuss the grade. This meeting must take place within 30 calendar days of the initial assignment of the grade.
2. If the student still feels the grade has been incorrectly assigned then the student should meet with the instructor's curriculum division director. After confirming that an effort has been made between student and instructor to reach an agreeable outcome regarding the grade in question, the director will:
 - a. Listen to the student's explanation of why he or she thinks that the grade is in error,
 - b. Talk with the instructor to confirm that the instructor can either demonstrate the grade was correctly assigned or to confirm that, upon reexamination, a grade change is in order,
 - c. Communicate to the student the result of the director/instructor discussion. If the student is dissatisfied with the outcome, a meeting will be arranged to include the instructor, the student and the director to determine whether or not an agreeable outcome can be reached.
3. If the student remains dissatisfied with the outcome, he or she should state the reason(s) that the grade is believed to be in error in a written appeal addressed to the Vice-President for Instruction. This written appeal must be submitted within 10 calendar days after the meeting between the student, instructor, and director. Upon receipt of a written appeal, the Vice-President for Instruction will convene the Grade Appeal Committee. The Grade Appeal Committee will be comprised of one faculty member from each of the four curriculum divisions, to be chosen by

the full-time faculty in their respective divisions. For each appeal, the committee will select one member to serve as non-voting chair and recorder for the appeal.

4. The student and instructor will be given an opportunity to address the committee and to answer questions. After reviewing all relevant information presented, the committee will render a decision reflecting the popular opinion of the committee. The committee will report its decision to the Vice-President for Instruction who will notify the student and the instructor of the outcome.
5. The decision of the Grade Appeal Committee will be final.
6. As per procedure, should any portion of the process result in the need to change the grade the instructor will submit an Authorization to Change Grade form.

Academic Forgiveness Policy

When a student re-enrolls after at least 36 consecutive months since the last date of a previous enrollment, the student may request Academic Forgiveness for courses in which no credit was earned during that last enrollment. The request must be made through the student's academic advisor after a student has completed at least 12 and no more than 36 credit hours. Forgiveness of past "no credit" may be granted one time only. The Academic Forgiveness Policy consists of the following:

1. All failing grades, i.e., F, WF, or I, will not be counted in calculation of the Grade Point Average (GPA).
2. All passing grades, i.e., A, B, C, D, for all courses required in a student's present curriculum will count toward graduation requirements unless other policies supercede this policy; however, the grades will not be used to calculate the GPA.
3. Prior to implementation of the Academic Forgiveness Policy, the student must enroll in the college and complete

a minimum of 12 consecutive semester credit hours with a minimum GPA of 2.00. The 12 credit hours must be hours that are included in the calculation of GPA.

4. For some programs, there may be additional or specific requirements related to admissions criteria, e.g. Allied Health programs.
5. The student's GPA will be calculated based upon the time of re-enrollment and all requirements being met.
6. Grades for all courses enrolled at MCC will be on the student's transcript with the appropriate indication of calculation of the student's GPA.

NOTE: Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in computing grade-point averages for admission or other purposes. The application of this policy will not affect the Financial Aid Satisfactory Progress measurement.

Steps:

1. Student enrolls and achieves a minimum GPA of 2.00, with successful completion of at least 12 but no more than 36 semester hours taken consecutively.
2. Student fills out a formal written request form and submits to his or her academic advisor.
3. The form is approved by the division director and then sent to the Director of Admissions and Records.
4. The Director of Admissions and Records will evaluate the transcript and determine appropriate courses to be included in the forgiveness process.
5. Student will be notified by a letter from the Director of Admissions and Records about the outcome of the process.
6. A copy of the evaluation will be included in the permanent student record and reflected in the student's transcript.

Course Examinations

A final exam is required in every course. The exam schedule is published by the Director of Admissions and Records Office and all exams are required to be held during the published hours.

Grade Reports

Records of progress are kept by this institution on veteran and non-veteran students alike, and progress records are furnished to all students at the end of each scheduled school semester.

Dean's List

The Dean's List is published at the end of each semester. It is published as follows:

- **Full-Time**—Any student enrolled for at least 12 semester hours and earning a grade point average of 3.5 or better with no grade below "C" will be on the Full-Time Dean's List for that semester.
- **Part-Time**—Any student enrolled for at least six semester hours, but less than twelve, and earning a grade point average of 3.5 or better with no grade below "C" will be on the Part-Time Dean's List for that semester.

NOTE: Courses that receive institutional credit only (Developmental Studies) are not calculated in the grade point average for any academic honors.

Satisfactory Academic Progress

Mitchell Community College is committed to the success of students. Part of that commitment to success is a process that gives students an early warning of the need to achieve a GPA of 2.00 before graduation. This warning also provides the mechanism to refer students who are experiencing academic difficulty to academic advisors for assistance or referral to the full range of services include free tutoring, remedial and supplemental self-paced computer modules, counseling, financial aid, and placement in part-time employment.

Academic Probation

Since the minimum grade point average (GPA) required to receive the associate degree, diploma, or a certificate is 2.00, curriculum students who fail to meet one of the following retention standards during any semester will be placed on academic probation for the following academic term.

- 1. Attain a 2.00 GPA for the current academic term, or
 - 2. Meet one of the following retention standards
- | | |
|--------------------------|------------------|
| Up to 15 hours attempted | 1.25 Overall GPA |
| 16-23 hours attempted | 1.50 Overall GPA |
| 24-31 hours attempted | 1.75 Overall GPA |
| 32 and above | 2.00 Overall GPA |
| Graduation | 2.00 Overall GPA |

Students failing to maintain the average shown will be placed on academic probation and will remain on probation until the student’s cumulative GPA reaches the standards of progress listed. The Director of Admissions and Records will notify students by letter of probationary status and will advise those students to make an appointment with their academic advisor and/or a counselor. Students receiving financial aid must maintain satisfactory academic progress to continue receiving aid. The total hours attempted are utilized in the computation of the overall cumulative grade point average. This includes both courses passed and failed, unless the course has been repeated. When a course is repeated, the highest grade earned will be included in the calculation of the grade point average. For further information, see the Financial Aid section of the *College Catalog*. Students receiving veteran’s educational benefits must meet the requirements for academic progress as set forth above. If veterans do not meet this requirement, they will be placed on academic probation. For detailed information, see the Veterans section of the *College Catalog*. Students enrolled in the Nursing Program should see the “Nursing Policy and Procedure Manual “ for the progression policy.

Academic Suspension

A student who fails to maintain the minimum grade point average outlined below will be subject to a period of academic suspension for one academic term. Students may re-enroll after one semester’s suspension. They must complete the regular readmission form and are encouraged to schedule a pre-enrollment appointment with a counselor.

Cr. Hrs. Attempted	Min. Grade Pts.
10-20	0.50
21-31	0.75
32 and above	1.00

Academic Re-Instatement

Suspended students seeking immediate readmission must petition the Dean of Student Services prior to the beginning of the semester. This appeal will be directed to a committee composed of a counselor, a faculty member, and the Vice-President for Instruction.

Course Requirements

Mitchell Community College has established prerequisite and co-requisite requirements for selected courses. The prerequisite and co-requisite requirements are required of all students, including special students, who enroll in the courses. The purpose of the prerequisite and co-requisite preparation is to insure that students have adequate academic experiential preparation to successfully complete the course.

Pre-requisite and Co-requisite Waiver Policy

Any student wishing to enroll in a course for which he/she doesn’t have the appropriate co- or pre-requisite coursework must satisfy the course instructor or area coordinator that she/he has the necessary knowledge or skills required for admission to the course. Further, the student will be made aware that the lack of the appropriate requisite course(s) may affect the student’s performance in the course for which the

requisite(s) exist. In order for the student to be registered in the course, the appropriate division director must enter a requisite override on the student's record. The director will electronically note who approved the waiver and the justification. Additionally, the Pre-Requisite/Co-Requisite Waiver Form should be filled out and signed by the advisor and the director. The Waiver Reason area should be initialed by the instructor who certifies that the student has the necessary knowledge or skills to enroll the course. Finally, the Waiver form must be signed by the student, acknowledging responsibility for the understanding of the content of the course(s) being waived.

Student Retention

Mitchell Community College makes every effort to assist enrolled students in achieving their academic goals. Academic evaluation and appropriate course placement is the basis of the retention efforts. Additional retention efforts include a comprehensive program of student financial aid, an academic advising system that assigns any program student to an advisor, the availability of professional counselors, a full open lab that provides both tutoring and individualized self-instructional modules and a student success course emphasizing study skills.

Credit by Examination

Students whose special knowledge/skills qualify them to accelerate in their studies and who are currently enrolled at Mitchell Community College may receive credit by examination. Not all courses offered at MCC allow credit by examination. Students may challenge up to 20% of the courses in any program of study. Students may not challenge a course in which they are currently enrolled or in which they have received a grade of "D" or "F." A course may be challenged through credit by examination only once. A student who successfully completes a credit by examination will be awarded a grade of "CE" and credit hours for the course. Quality points will not be awarded; therefore, the grade is not included in the calculation of grade point average. A grade of "C" or better must be earned on the exam to receive credit. If a grade less than a

"C" is earned, the student will receive a grade of "NC" (no credit awarded). Credit by exam hours cannot be used in calculating enrollment status for payment of Financial Aid or Veteran Educational Benefits.

Students requesting this type of credit should use the following procedure:

- Check with the course instructor for approval to attempt the credit by examination
- Obtain a Credit by Examination approval form. This form requires signatures of the administering instructor and the appropriate Curriculum Division Director.
- With the appropriate signatures, take the form to Student Services. The Director of Admissions and Records will determine payment required.
- Pay any required tuition and present the receipt to the Director of Admissions and Records for final signature.
- Once all signatures have been obtained, present the Credit by Examination approval form to the instructor administering the exam.
- After the exam, the instructor will notify the Records Office of the results. If successful, a grade of CE will be entered on the transcript. If unsuccessful, a grade of NC will be recorded.

Advanced Placement for High School Courses

Advanced placement credit based on high school achievement may be allowed to students enrolling in specified programs. Details concerning specific requirements are available from counselors at the high schools and at Mitchell Community College.

Students enrolled in the nursing programs, please see the Nursing Policy and Procedure Manual.

Auditing Classes

Classes may be audited with permission of the instructor; however, no class may be audited more than once. The audit may occur either before or after taking the course for credit. Priority will be given to regular credit students. Any class with more than 50% audits may not be taught. No one will be allowed to audit an independent study or independent studio course.

Participation in class discussion and examinations is at the option of the instructor. No credit by examination can be allowed for courses that have been audited. A grade of "AU" will be recorded with no credit hours or quality points awarded. Registration or changes in registration for audits must be completed during the regular registration or change periods. Regular tuition and fees will be charged.

Course Repeats

When a course is repeated, the highest grade is recorded as the final grade for the course and will be the only grade used in calculating grade point averages or hours towards graduation; however, all courses attempted will be shown on the official transcript. In those cases where a course in which the student received an "F" is not offered during the remainder of that student's residence, an equivalent course may be substituted upon recommendation of the Vice-President for Instruction for purposes of meeting program requirements. Any exceptions must be approved by the Vice-President for Instruction. Even though Mitchell Community College will count only the highest grade when calculating grade point averages, the sixteen North Carolina University institutions may use both grades to arrive at a grade point average for transfer.

Course Substitutions

No course substitutions may be made and no graduation requirements may be waived without recommendation from the program director and the Vice-President for Instruction.

Transcripts

An official transcript will be sent to the appropriate institution or employer upon written request by the student. A transcript request card must be completed and signed by the student before a transcript is released. No transcript will be released until all financial obligations to the College have been met.

Graduation Requirements

The following requirements apply to programs; however, some divisions may have additional requirements applicable only to that division:

- Students in the programs awarding diplomas are required to reach a reading proficiency level. Students in programs awarding the associate in arts, associate in fine arts, associate in science, or associate in applied science degrees are required to make satisfactory scores on the reading placement test, or successfully complete reading requirements.
- Students may graduate under the catalog upon which they enter or any subsequent catalog in effect while they remain in continuous enrollment. Upon changing from one program to another within the College, students must graduate under the catalog in effect at the time they change or any subsequent catalog while they remain in continuous enrollment. Continuous enrollment excludes summer semester.
- Along with the appropriate number of hours earned and the completion of all required courses for their specific program, students must have a 2.0 grade point average in order to graduate and receive a degree, diploma, or certificate.
- Application for graduation and payment of graduation fees must be made during the registration period for the student's last semester. If a student plans to complete requirements at the end of summer semester and wishes to participate in May graduation, fees must be paid with spring registration.

Also, a student must register and pay for the courses needed to complete their program during summer early registration.

- A minimum of 20 semester hours credit in the student's program of study must be earned at Mitchell Community College in order to be eligible for graduation in an associates level program. Only 25% of credit hours in a diploma or certificate program may be accepted as transfer credits.
- A maximum of seven semester hours credit may be earned at another institution and accepted for graduation purposes after a student transfers from Mitchell Community College.
- To be eligible for graduation, the student must fulfill all financial obligations to the College.
- All students, except students who are enrolled in diploma or certificate programs, must take the General Education Assessment prior to graduation. There is no minimum score requirement for graduation.

Graduation Honors

All course requirements must be completed at the time of graduation to qualify for honors.

- **High Honors**—A student who has a cumulative grade point average of 3.75 or greater with no grade below a "C" will receive High Honors at graduation.
- **Honors**—A student who has a cumulative grade point average of 3.50 to 3.74 with no grade below a "C" will receive Honors at graduation.

At least 50% of the curriculum requirements must be completed at Mitchell Community College to be eligible for honors at graduation. Certificate programs do not qualify for honors. Courses that receive institutional credit only (Developmental Studies) are not calculated in the grade point average for any academic honors.

Graduation Marshals

The graduation marshals are those freshmen enrolled in a program of study who have the highest grade point averages, have earned a minimum of 12 semester hours. They will assist in graduation exercises and other college events.

Academic Honesty

Mitchell Community College is committed to academic excellence which strengthens pride, integrity, and self-realization. Such acts as plagiarism (presenting the words, graphics, structure, or ideas of others as if they were one's own without proper acknowledgement or documentation) and taking answers from another student's test paper are subject to disciplinary action. Any form of academic dishonesty is unacceptable and if detected could result in disciplinary action.

Cooperative Education Program/Student Job Placement

The Cooperative Education Program is an academic program which integrates classroom study with practical experience in business, education, industry, public and community agency work situations. Through this experience, students are given the opportunity to practice in a work environment the theories and principles related to their major course of study. The work experience constitutes a regular and essential element in the educational process by allowing students to apply their studies in a real work environment. The Cooperative Education work experience occurs concurrently with academic studies, may be paid or unpaid, and awards academic credit. A maximum of six credit hours may be earned through the Cooperative Education program. One credit hour equals 160 hours of work experience per semester. Credit is awarded based on evaluations and assignments from the students' supervisor at work, faculty advisor, and the Cooperative Education Director. For many MCC students, Cooperative Education provides an extra

means of financial support. All curriculums except Nursing, Cosmetology, and Medical Assisting may participate in Cooperative Education.

Employers must agree to assist with evaluations with their individual students' progress.

Eligibility:

Students are accepted from various programs of study at MCC and may participate in the Cooperative Education program provided they meet and satisfy the following general criteria:

- Be enrolled in a MCC curriculum or degree in which Cooperative Education is allowed;
- Have a minimum 2.0 GPA;
- Be recommended by the student's faculty advisor;
- Be approved by the Cooperative Education Office;
- Have successfully completed at least nine semester hours of college-level work in their major area of study, including any specific courses required by the program;
- Have completed all required developmental courses.

Currently Employed Students:

Students may qualify to receive Cooperative Education academic credit if they are already employed and meet the following general criteria:

- Students must be acquiring significant new skills or knowledge related to their academic field of study, and/or
- Students must be developing recently-learned skills or applying recently-learned knowledge related to their academic fields of study and/or
- Students must receive increased levels of responsibility related to their academic field of study.

For more information on how to participate as a Cooperative Education student or employer, contact the Cooperative

Education Office, Montgomery Student Center, and 704.878.4262/4263.

Student Job Placement Services

Mitchell Community College offers job placement service to students for part-time or full-time employment. The services of the Job Placement Office are available to current and graduating students, alumni, and prospective employers. Graduating students are given counseling and assistance in preparing for job placement. Information pertaining to job opportunities is provided, along with assistance in gathering and presenting information to prospective employers. Further information may be obtained from the Job Placement Office. The following services/activities are provided by Mitchell Community College's Job Placement Services:

Job Openings:

An up-to-date list of full-and part-time job vacancies is maintained.

Job Readiness Training:

Students are taught how to develop a job search plan, complete resumes and conduct successful job interviews.

For more information on the Student Job Placement services, please contact or visit the Student Job Placement/Cooperative Education office, Montgomery Student Center, 704.878.4263/4262.

Tech Prep Articulation Credit

Mitchell Community College formally identifies, recognizes and awards College Tech Prep placement credit (college credit) for courses in the North Carolina High School to Community College Articulation Agreement if the college course for which credit is being sought is listed in this catalog. To receive credit, a student must meet both the grade and VoCATS score requirements. Mitchell must receive official documentation of a student's eligibility from the student's high school. For a complete list of the courses and requirements, please contact your high school or a counselor at Mitchell Community College.

Developmental Education Program

Founded on the “open door” admissions philosophy, Mitchell Community College provides developmental education courses to ensure that students at all ability levels may be successful learners. Developmental education courses promote the cognitive and affective growth of students at all levels of the learning continuum, thereby ensuring educational opportunity for each post-secondary learner. In addition, developmental education courses ensure high academic standards by enabling learners to acquire competencies needed for success in mainstream college courses.

Charlotte Area Educational Consortium

Mitchell Community College is a member of the Charlotte Area Educational Consortium (CAEC), which exists for the purpose of fostering attainment of the highest level of collegiate education for students in the Charlotte metropolitan area. CAEC has as a portion of its purpose:

- to afford students broader educational experiences, both curricular and extra-curricular.
- to encourage multi-institutional use of faculty, equipment, and facilities where feasible.
- to act as a forum for sharing information and important events.

Of special interest to Mitchell Community College students is the Inter-institutional Student Exchange program. This program allows, under specific guidelines, students of member institutions to take courses at other member institutions when such courses are not available at the student's home institution. This means full-time Mitchell students may enroll in approved courses for no additional tuition charges at any of the participating institutions. The Director of Admissions and Records at Mitchell will

provide specific guidelines and necessary forms for this program.

Participating institutions are:

- Belmont Abbey College
- Cabarrus College of Health Sciences
- Carolinas College of Health Sciences
- Catawba College
- Catawba Valley Community College
- Central Piedmont Community College
- Cleveland Community College
- Davidson College
- Gardner-Webb University
- Gaston College
- Gordon-Conwell Theological Seminary
- Johnson C. Smith University
- Lenoir-Rhyne College
- Livingstone College
- Mitchell Community College
- Pfeiffer University
- Queens University of Charlotte
- South Piedmont Community College
- Stanly Community College
- University of North Carolina at Charlotte
- University of South Carolina at Lancaster
- Wingate University
- Winthrop University
- York Technical College

The MIND Center for Learning and Teaching

The MIND Center for Learning and Teaching is committed to providing quality academic support services that enable students to:

- develop, enhance, and maximize their learning skills;
- improve their understanding, achievement, and enjoyment of course work;
- become proficient in using computer software and equipment; and
- employ successful learning strategies for their personal, academic, and professional pursuits.

Located in rooms 201 and 202 of the Huskins Library (Main Campus), the MIND Center serves students' academic needs with the Tutoring Center and the Computer



Center. The Tutoring Center offers free peer tutoring in any course by appointment or on a drop-in basis with additional academic support for writing, mathematics, and other courses with learning skills videos, textbooks, audiotapes, and handouts. There is also a MIND Center location at the Mooresville Center and hours will vary according to student requests.

The Computer Center offers students, faculty, and staff access to computer software and equipment for a variety of purposes from tutorials in grammar, writing, reading, and keyboarding skills to data processing, accounting, and word processing.

The MIND Center is staffed by trained personnel who seek to provide a successful and enjoyable working environment for students, faculty, and staff, as well as members of the community. Currently, the MIND Center staff includes a coordinator, program assistants, tutors, and student assistants. General operating hours for the center are 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 3:30 p.m. on Friday. During summer semester and breaks, operating hours may change but will be posted.

Distance Learning

Distance learning at Mitchell Community College provides students with the opportunity to begin or continue their education using other than traditional instructional methodologies. Distance learning takes place when the student and the instructor are in different settings, and the distance between the two is bridged using some form of technology. Students and instructors may be connected via the Internet, videos, or televised programs. Although not a new concept, distance learning is becoming a more popular alternative to the traditional classroom setting. Distance learning is an appropriate alternative for individuals who are self-motivated but cannot attend a traditional classroom setting because of time constraints or time conflicts brought on by employment, family, social, civic or community commitments. Individuals who have satisfied course prerequisites may participate in distance learning at Mitchell.

Students who qualify to receive education benefits from the Department of Veteran Affairs and Financial Aid are required to participate/attend in an orientation session and communicate with their instructors at least once a week. The distance learning instructor's signature is required on the Veteran Attendance Sheet which is turned in

to the Assistant Financial Aid Director every three weeks.

Our mission at Mitchell Community College is to provide educational opportunities (quality courses, and eventually programs) at a distance to our students, the citizens of Iredell County and beyond. Students are currently able to avail themselves of the following distance education options: Internet-based courses, telecourses, and interactive television courses (North Carolina Information Highway or NCIH). All academic policies as set forth in the College catalog apply to students who take online, telecourses, or Information Highway classes. For questions about Distant Learning at the College, email dl-information@mitchellcc.edu

Online (Internet) Courses

Internet (Online) courses are offered in both Curriculum and Continuing Education with 100% of the course being offered online. Orientation may be on-line or by voluntary on-campus session.

Students taking online courses receive the same credit, the same course content, and are assessed the same tuition as traditional students. However, students receive primary instruction, interact with their instructors and other students, and complete homework assignments via the internet. Students may have to come to campus to purchase books and/or to pay tuition. Students enrolling in online courses will be expected to have access to the Internet, possess sufficient computer skills to be able to send and receive e-mail (including file attachments) and have access to course-specific software. Instructors of Internet based courses are available to students via email, telephone, or by scheduled appointments.

Telecourses

Telecourses are offered in both Curriculum and Continuing Education where video, television, or cassette delivers 100% of the instruction. Orientation and course exams may be via email or with a required on-campus session.

Students taking telecourses receive the same credit, the same course content, and are assessed the same tuition as the traditional student. Telecourses utilize televised programs, textbooks, and other supplemental materials to provide courses at a distance. PBS televises course content at designated times during the semester, and students may view the telecast at the time it is aired, or they may tape the televised sessions to be viewed later. Students also may receive videotapes of the entire course or parts of the course at the beginning of the semester. These tapes are rented for the semester and must be returned before the student receives a grade for the course. Telecourses are designed for individuals who have conflicting schedules and may be taken by anyone satisfying the prerequisites for the course. Students must complete textbook assignments and other requirements and take exams according to the telecourse syllabus generated by the instructor. Students are required to report to campus for orientation and for testing.

Hybrid

Hybrid course sections are offered in both Curriculum and Continuing Education. Hybrid offerings are a mix of traditional on-campus and on-line instruction. Actual on-campus times vary from minimal contact to over 50% required on-campus meetings. Specific requirements will be either posted in the schedule listing or communicated in the course syllabus. Students enrolling in hybrid courses will be expected to have access to the Internet, possess sufficient computer skills to be able to send and receive email (including file attachments) and have access to course specific software.

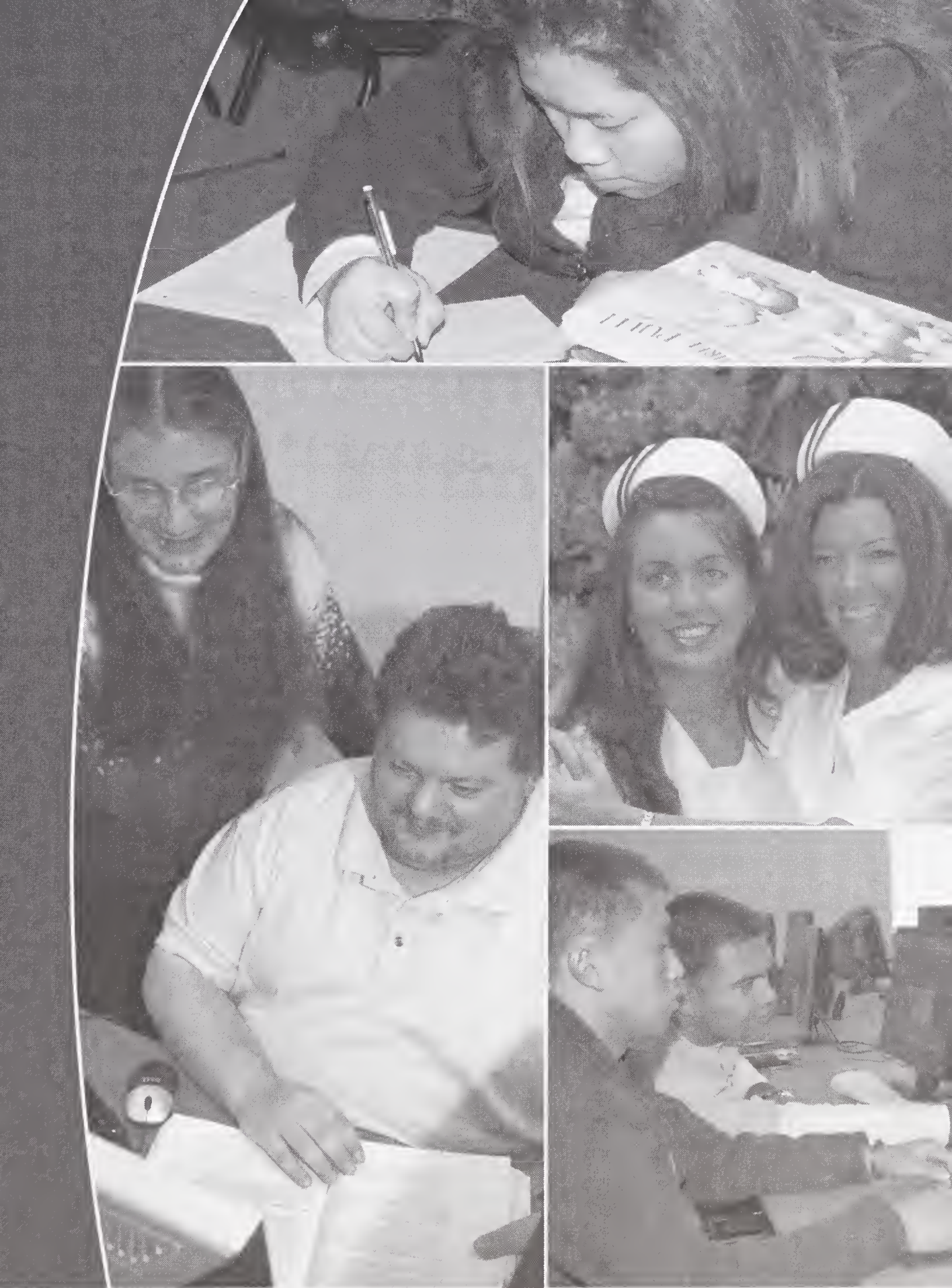
North Carolina Information Highway

Students participating in distance education via the North Carolina Information Highway receive the same credit, the same course content, and are assessed the same tuition as the traditional student. The Information Highway network brings together groups of students at distant sites, or students in the information highway room

can receive instruction from another site that is equipped with the same technology. This is a traditional class in every respect except that the instructor may be at a distance, or Mitchell Community College may be broadcasting the class to other distant sites. Students interact with other students and with the instructor at a distance using microphones, video cameras, and television monitors. Students register for classes using the information highway room as they would for any other classes.

Mitchell Community College 2006-2007 Outcomes/State Performance Measures

1. Progress of basic skills students
 - state standard: 75% will make progress
 - MCC outcome: 80%
2. Licensure and certification
 - state standard: 80% aggregate pass rate with no exam pass rate below 70%
 - MCC outcome: aggregate pass rate; 86% with one less than 70%
3. Goal completion of program completers
 - state standard: 90%
 - MCC outcome: 100%
4. Employment status of graduates
 - state standard: 90% will be employed
 - MCC outcome: 100% of 2004-2005 graduates employed
5. Performance of students who transfer to the university system
 - state standard: 86.2% required for equivalence to UNC native sophomores and juniors
 - MCC outcome: 82.2%
6. Pass rates of students in developmental courses
 - state standard: 70%
 - MCC outcome: 80%
7. Success rate of developmental students in subsequent college-level courses
 - state standard: No statistically significant difference between developmental and non-developmental students who obtain GPAs of 2.0 or higher
 - MCC outcome: Developmental 93% pass rate Non-developmental 93% pass rate
8. Student satisfaction of program completers and non-completers
 - state standard: 85% will report satisfaction with the quality of the college's programs and services
 - MCC outcome: 96% reported satisfaction
9. Curriculum student retention and graduation
 - state standard: 60% of defined cohort will graduate or be retained
 - MCC outcome: 70% retention/completion
10. Employer satisfaction with graduates
 - 85% of employers will report satisfaction with graduates
 - MCC outcome: 100% reported satisfaction
11. Client satisfaction with customized training
 - state standard: 85% will report satisfaction
 - MCC outcome: 100% satisfaction
12. Program enrollment
 - state standard: all programs will have an average of 10 students over a 3-year period
 - MCC outcome: No exceptions.



Curriculum Programs

Programs of Study 2008-2009

College Transfer Programs	Program Code
Associate in Arts.....	A10100
Pre-Art Education.....	A1010A
Pre-Business Administration, Accounting, Economics, Finance and Marketing.....	A1010B
Pre-Business Education and Marketing Education.....	A1010C
Pre-Criminal Justice.....	A1010D
Pre-Elementary Education	A1010R
Pre-English	A1010E
Pre-Health Education	A1010G
Pre-History.....	A1010H
Pre-Middle Grades Education and Special Education.....	A1010S
Pre-Nursing.....	A1010I
Pre-Physical Education.....	A1010J
Pre-Political Science.....	A1010K
Pre-Psychology.....	A1010L
Pre-Social Science Secondary Education.....	A1010M
Pre-Sociology	A1010N
Associate in Fine Arts—Art.....	A1020A
Associate in Fine Arts—Music and Music Education.....	A1020D
Associate in General Education.....	A10300
• Pre-Medical Assisting.....	A10300M
• Pre-Nursing	A10300N
• Pre-Phlebotomy.....	A10300P
Associate in Science.....	A10400
Pre-Biology and Biology Education**	A1040A
Pre-Chemistry and Chemistry Education**.....	A1040B
Pre-Engineering**.....	A1040D
Pre- Mathematics.....	A1040E
**In these majors, one or more courses may not be offered on this campus; however, they are available through the Charlotte Area Educational Consortium Colleges and Universities at Community College tuition rates.	

Associate in Applied Science Degrees (A.A.S.)

Accounting.....	A25100
Associate Degree Nursing.....	A45120
Biotechnology (Collaborative Program)	A20100
Business Administration.....	A25120
Business Administration—Marketing and Retailing	A2512F
Computer Information Technology.....	A25260
Computer Programming.....	A25130
Criminal Justice Technology.....	A55180
Dietetic Technician (Collaborative Program)	A45310
Early Childhood Education.....	A55220
Early Childhood—Special Education.....	A5522A
Early Childhood—Teacher Associate.....	A5522B
Electronics Engineering Technology.....	A40200
Fire Protection Technology (Collaborative Program)	A55240
General Occupational Technology.....	A55280
Human Services Technology	A45380
Mechanical Engineering Technology	A40320
Medical Assisting.....	A45400
Medical Laboratory Technology (Collaborative Program)	A45420
Office Systems Technology	A25360

Speech-Language Pathology Assistant (Collaborative Program)	A45730
Web Technologies.....	A25290

Diploma Programs

Accounting	D25100
Air Conditioning, Heating and Refrigeration Technology	D35100
Computer Information Technology.....	D25260
Computer Programming.....	D25130
Cosmetology.....	D55140
Early Childhood Education.....	D55220
Electrical/Electronics Technology	D35220
Electronics Engineering Technology.....	D40200
General Occupational Technology.....	D55280
Medical Assisting.....	D45400

Certificate Programs

Accounting	C25100A
Air Conditioning, Heating and Refrigeration	C35100A
Basic Law Enforcement Training.....	C55120
C++ Programming	C25130C
CAD Drafting.....	C40320C
COBOL Programming.....	C25130B
Communication.....	C40200C
Computer Upgrade/Repair.....	C40200U
Cosmetology Instructor.....	C55160
Database	C25260D
Digital Microprocessors.....	C40200D
Drafting	C40320D
Early Childhood Education.....	C55220E
Electrical Wiring	C35220E
Electronic Devices	C40200E
Esthetics Technology.....	C55230
Income Tax Preparer	C25100I
Industrial Controls.....	C35220C
Infant/Toddler Care	C55290
Information Systems.....	C25260I
JAVA Programming.....	C25130J
Lateral Entry.....	C55430
Machining	C40320M
Manicuring/Nail Technology	C55400
Management.....	C25120A
Manufacturing	C40320A
Marketing	C2512F
Medical Assisting—Basic.....	C45400B
Medical Assisting—Intermediate	C45400I
Motor Sports	C40320W
Nursing Assistant	C45480
Office Systems Technology	C25360
Parent Educator's	C55220P
Phlebotomy	C45600
Refrigeration and Heating Servicing.....	C35100R
Spreadsheet.....	C25260S
Systems	C25260Y
Truck Driver Training	C60300
Visual BASIC Programming.....	C25130V
Web Design.....	C25290

Associate in Arts A.A. [A10100]

Degree Requirements

English Composition (7 SHC)

Required

ENG 111	Expository Writing	3
ENG 111A	Expository Writing Lab	1
ENG 113	Literature-Based Research	3

Humanities/Fine Arts (12 SHC)

COM 231 and one literature course are required.

Two courses from two of the following discipline areas: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion are required.

ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ASL 111	Elementary ASL I	3
ASL 112	Elementary ASL II	3
ASL 211	Intermediate ASL I	3
ASL 212	Intermediate ASL II	3
COM 231	Public Speaking	3
DRA 111	Theatre Appreciation	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 233	Major American Writers	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 251	Western World Literature I	3
ENG 252	Western World Literature II	3
FRE 111	Elementary French I	3
FRE 112	Elementary French II	3
FRE 211	Intermediate French I	3
FRE 212	Intermediate French II	3
GER 111	Elementary German I	3
GER 112	Elementary German II	3
GER 211	Intermediate German I	3
GER 212	Intermediate German II	3
HUM 115	Critical Thinking	3
HUM 120	Cultural Studies	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
HUM 220	Human Values and Meaning	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

REL 211	Introduction to Old Testament	3
REL 212	Introduction to New Testament	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3
SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	3

Social/Behavioral Sciences (12 SHC)

Four courses from at least three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology are required. One course must be a history course.

ANT 210	General Anthropology	3
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
GEO 111	World Regional Geography	3
GEO 112	Cultural Geography	3
GEO 113	Economic Geography	3
GEO 130	General Physical Geography	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
POL 210	Comparative Government	3
POL 220	International Relations	3
PSY 150	General Psychology	3
PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 225	Social Diversity	3

Natural Sciences (8 SHC)

Two courses, including accompanying laboratory work, from the biological or physical science disciplines are required.

AST 111	Descriptive Astronomy	3
AST 111A	Descriptive Astronomy Lab	1
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
BIO 112	General Biology II	4
BIO 120	Introductory Botany	4
BIO 130	Introductory Zoology	4
CHM 131	Introduction to Chemistry	3
CHM 131A	Introduction to Chemistry Lab	1
CHM 132	Organic and Biochemistry	4
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1
PHY 151	College Physics I	4
PHY 152	College Physics II	4
PHY 251	General Physics I	4

PHY 252 General Physics II 4

Mathematics (6-7 SHC)

One course in introductory mathematics and one course in secondary mathematics are required.

Core transfer credits will not be allowed for both MAT 175 and MAT 161 and/or MAT 162.

Introductory math:

MAT 140 Survey of Mathematics 3
MAT 161 College Algebra 3
MAT 171 Precalculus Algebra 3
MAT 171A Precalculus Algebra Lab 1
MAT 175 Precalculus 4

Secondary math:

CIS 110 Introduction to Computers 3
CIS 115 Intro. to Programming & Logic 3
MAT 140 Survey of Mathematics 3
MAT 151 Statistics I 3
MAT 151A Statistics I Lab 1
MAT 161 College Algebra 3
MAT 162 College Trigonometry 3
MAT 171 Precalculus Algebra 3
MAT 171A Precalculus Algebra Lab 1
MAT 172 Precalculus Trigonometry 3
MAT 172A Precalculus Trigonometry Lab 1
MAT 175 Precalculus 4
MAT 263 Brief Calculus 3
MAT 271 Calculus I 4

Other Required Hours (20 SHC)

Other required hours may be chosen from courses listed below or unselected general education core courses offered in this program.

ACC 120 Prin. of Financial Accounting 4
ACC 121 Prin. of Managerial Accounting 4
ART 121 Design I 3
ART 122 Design II 3
ART 131 Drawing I 3
ART 132 Drawing II 3
ART 135 Figure Drawing I 3
ART 171 Computer Art I 3
ART 231 Printmaking I 3
ART 240 Painting I 3
ART 241 Painting II 3
ART 244 Watercolor 3
ART 261 Photography I 3
ART 262 Photography II 3
ART 271 Computer Art II 3
ART 281 Sculpture I 3
ART 282 Sculpture II 3
ART 283 Ceramics I 3
ART 284 Ceramics II 3
ART 288 Studio 3
BIO 155 Nutrition 3
BIO 163 Basic Anatomy & Physiology 5
BIO 168 Anatomy and Physiology I 4

BIO 169 Anatomy and Physiology II 4
BIO 275 Microbiology 4
BUS 110 Introduction to Business 3
BUS 115 Business Law I 3
BUS 137 Principles of Management 3
CHM 251 Organic Chemistry I 4
CHM 252 Organic Chemistry II 4
CJC 111 Introduction to Criminal Justice 3
CJC 121 Law Enforcement Operations 3
CJC 141 Corrections 3
COM 110 Introduction to Communication 3
COM 120 Intro. to Interpersonal Comm. 3
CSC 134 C++ Programming 3
CSC 151 JAVA Programming 3
DRA 124 Readers Theatre 3
DRA 130 Acting I 3
DRA 131 Acting II 3
ENG 114 Prof. Research & Reporting 3
ENG 125 Creative Writing I 3
ENG 135 Introduction to Short Fiction 3
GEO 131 Physical Geography I 4
HEA 110 Personal Health/Wellness 3
HEA 112 First Aid & CPR 2
HEA 120 Community Health 3
HIS 215 Nineteenth-Century Europe 3
HIS 216 Twentieth-Century Europe 3
HIS 226 The Civil War 3
HIS 231 Recent American History 3
HIS 236 North Carolina History 3
HUM 170 The Holocaust 3
MAT 272 Calculus II 4
MAT 273 Calculus III 4
MAT 280 Linear Algebra 3
MAT 285 Differential Equations 3
MUS 111 Fundamentals of Music 3
MUS 121 Music Theory I 4
MUS 122 Music Theory II 4
MUS 131 Chorus I 1
MUS 132 Chorus II 1
MUS 210 History of Rock Music 3
MUS 211 History of Country Music 3
MUS 221 Music Theory III 4
MUS 222 Music Theory IV 4
MUS 231 Chorus III 1
MUS 232 Chorus IV 1
PED 110 Fit and Well for Life 2
PED 111 Physical Fitness I 1
PED 113 Aerobics I 1
PED 114 Aerobics II 1
PED 117 Weight Training I 1
PED 121 Walk, Jog, Run 1
PED 128 Golf—Beginning 1
PED 129 Golf—Intermediate 1
PED 130 Tennis—Beginning 1
PED 131 Tennis—Intermediate 1
PED 132 Racquetball—Beginning 1

PED	133	Racquetball—Intermediate	1
PED	137	Badminton	1
PED	139	Bowling—Beginning	1
PED	142	Lifetime Sports	1
PED	143	Volleyball—Beginning	1
PED	144	Volleyball—Intermediate	1
PED	145	Basketball—Beginning	1
PED	146	Basketball—Intermediate	1
PHI	230	Introduction to Logic	3
POL	130	State & Local Government	3
PSY	246	Adolescent Psychology	3
PSY	263	Educational Psychology	3

Total Credit Hours Required
for A.A. Degree

65

Students must meet the receiving university's foreign language, mathematics, and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Pre-Major Programs

Associate in Arts [A.A.]

Students pursuing a pre-major program in the associate in arts (A.A.) degree should follow the basic A.A. program requirements, with attention to the following specific program requirements or recommendations. This will facilitate transfer with minimum complications in that particular major; however, students should always contact prospective four-year institutions for more information about additional requirements in specific majors and degrees.

Pre-Major Requirements

English Composition: ENG-111, ENG-111A, and ENG-113 (*Required for all pre-majors*)

Art Education [A1010A]

Humanities/Fine Arts: COM-231/One literature course/ART-114 and ART-115

Social/Behavioral Sciences: One history course/Three courses from SBS electives

Natural Sciences: Two courses from the biological and physical science disciplines, including accompanying labs

Mathematics: One introductory math / One higher level math or other quantitative subject, such as computer science (CIS) or statistics (MAT)

Other Required Hours: ART-121, ART-122, and ART-131/11 additional hours from approved college transfer courses (Two courses

from ART-132, ART-171, ART-231, ART-240, ART-261, or ART-283 are recommended)

Business Administration, Accounting, Economics, Finance and Marketing [A1010B]

Humanities/Fine Arts: COM-231/One literature course/Two courses from HFA electives

Social/Behavioral Sciences: One history course/ECO-251/Two courses from SBS electives (Two courses from POL-120, PSY-150, or SOC-210 are recommended)

Natural Sciences: Two courses from the biological and physical science disciplines, including accompanying labs

Mathematics: MAT-161, MAT-171 and MAT-171A, or MAT-175/MAT-263 or MAT-271

Other Required Hours: ACC-120, ACC-121, CIS-110, ECO-252, and MAT-151/3 additional hours from approved college transfer courses

Business Education and Marketing Education [A1010C]

Humanities/Fine Arts: COM-231/One literature course/Two courses from HFA electives

Social/Behavioral Sciences: One history course/ ECO-251/Two courses from SBS electives (PSY-150 and SOC-210 are recommended)

Natural Sciences: Two courses from the biological and physical science disciplines, including accompanying labs

Mathematics: CIS-110/MAT-161, MAT-171and MAT-171A, or MAT-175

Other Required Hours: ACC-120 and ECO-252/One course from CIS-115, CSC-134, or CSC-151/9-10 additional hours from approved college transfer courses (ACC-121, BUS-110, and BUS-115 are recommended)

Criminal Justice [A1010D]

Humanities/Fine Arts: COM-231/One literature course/Two courses from HFA electives

Social/Behavioral Sciences: One history course/POL-120, PSY-150, and SOC-210

Natural Sciences: Two courses from the biological and physical science disciplines, including accompanying labs

Mathematics: One introductory math/One secondary math (MAT-151 is recommended)

Other Required Hours: CJC-111, CJC-121, and CJC-141/11 additional hours from approved college transfer courses

Elementary Education [A1010R]

Humanities/Fine Arts: COM-231/ENG-231, ENG-232, or ENG-233/ART-111, ART-114, ART-115, or MUS-110/One course from HFA electives

Social/Behavioral Sciences: HIS-121 or HIS-122/PSY-150/SOC-210 or SOC-225/One course from SBS electives

Natural Sciences: BIO-110 or BIO-111/One course or course sequence from CHM-131 and CHM-131A, CHM-151, PHY-110 and PHY-110A, or PHY-151

Mathematics: Two courses from CIS-110, MAT-140, MAT-161, or higher

Other Required Hours: 20-21 additional hours from approved college transfer courses

English [A1010E]

Humanities/Fine Arts: COM-231/One course from ENG-231, ENG-232, ENG-241, or ENG-242/Two courses from HFA electives (One course sequence from FRE-111 and FRE-112, GER-111 and GER-112, or SPA-111 and SPA-112 is recommended)

Social/Behavioral Sciences: One history course/Three courses from SBS electives

Natural Sciences: Two courses from the biological and physical science disciplines, including accompanying labs

Mathematics: One introductory math/One higher level math or other quantitative subject, such as computer science (CIS) or statistics (MAT)

Other Required Hours: One course from ENG-231, ENG-232, ENG-241, or ENG-242/17 additional hours from approved college transfer courses (HIS-121, HIS-122, HIS-131, or HIS-132, and one course sequence from FRE-211 and FRE-212, GER-211 and GER-212, or SPA-211 and SPA-212 are recommended)

Health Education [A1010G]

Humanities/Fine Arts: COM-231/One literature course/Two courses from HFA electives

Social/Behavioral Sciences: One history course/PSY-150/Two courses from SBS electives

Natural Sciences: One course sequence from CHM-151 and CHM-152, or BIO-111 and BIO-112

Mathematics: CIS-110 and MAT-161 or higher

Other Required Hours: HEA-110, HEA-112, HEA-120, BIO-168, BIO-169, and MAT-151/One additional hour from approved college transfer courses

History [A1010H]

Humanities/Fine Arts: COM-231/One literature course/Two courses from HFA electives

Social/Behavioral Sciences: One history course/Three courses from SBS electives (HIS-121 and HIS-122 are recommended)

Natural Sciences: Two courses from the biological and physical science disciplines, including accompanying labs

Mathematics: MAT-161 or higher/One higher level math or other quantitative subject, such as computer science (CIS) or statistics (MAT)

Other Required Hours: 20 additional hours from approved college transfer courses (HIS-131 and HIS-132 are recommended)

Middle Grades Education and Special Education [A1010S]

Humanities/Fine Arts: COM-231/ENG-231, ENG-232, or ENG-233/ART-111, ART-114, ART-115, or MUS-110/One course from HFA electives

Social/Behavioral Sciences: HIS-121 or HIS-122/PSY-150/SOC-210 or SOC-225/One course from SBS electives

Natural Sciences: BIO-110 or BIO-111/One course or course sequence from CHM-131 and CHM-131A, CHM-151, PHY-110 and PHY-110A, or PHY-151

Mathematics: Two courses from CIS-110, MAT-140, MAT-161, or higher

Other Required Hours: 20-21 additional hours from approved college transfer courses

Nursing [A1010I]

Humanities/Fine Arts: COM-231/One literature course/Two courses from HFA electives

Social/Behavioral Sciences: One history course/PSY-150, PSY-241, and SOC-210

Natural Sciences: One course sequence from CHM-131, CHM-131A, and CHM-132; or CHM-151 and CHM-152

Mathematics: MAT-151 and MAT-161 or higher

Other Required Hours: BIO-168, BIO-169, BIO-275, PSY-281, and SOC-213/2-3 additional hours from approved college transfer courses

Physical Education [A1010J]

Humanities/Fine Arts: COM-231/One literature course/Two courses from HFA electives

Social/Behavioral Sciences: One history course/Three courses from SBS electives (PSY-150 is recommended)

Natural Sciences: Two courses from the biological and physical science disciplines, including accompanying labs (BIO-111 and BIO-112 are recommended)

Mathematics: One introductory math (MAT-161 is recommended)/One secondary math (CIS-110 or MAT-151 is recommended)

Other Required Hours: PED-110 and 2 SHC of PED electives / 16 additional hours from approved college transfer courses

Political Science [A1010K]

Humanities/Fine Arts: COM-231/One literature course/Two courses from HFA electives (One course sequence from ASL-111 and ASL-112, FRE-111 and FRE-112, GER-111 and GER-112, or SPA-111 and SPA-112 is recommended)

Social/Behavioral Sciences: One history course/Three courses from SBS electives (PSY-150; GEO-111, GEO-112, or GEO-113; and SOC-210, SOC-220 or SOC-225 are recommended)

Natural Sciences: Two courses from the biological and physical science disciplines, including accompanying labs

Mathematics: One introductory math/One secondary math (CIS-110 is recommended)

Other Required Hours: POL-120/17 additional hours from approved college transfer courses (POL-210 and POL-220; and ECO-251 or ECO-252 are recommended)

Psychology [A1010L]

Humanities/Fine Arts: COM-231/One literature course/Two courses from HFA electives

Social/Behavioral Sciences: One history course/PSY-150/Two courses from SBS electives

Natural Sciences: Two courses from the biological and physical science disciplines, including accompanying labs/BIO-110 or BIO-111

Mathematics: MAT-161 or higher/One higher level math or other quantitative subject,

such as computer science (CIS) or statistics (MAT)

Other Required Hours: 20 additional hours from approved college transfer courses

Social Science Secondary Education [A1010M]

Humanities/Fine Arts: COM-231/One literature course/Two courses from HFA electives

Social/Behavioral Sciences: POL-120 and SOC-210/HIS-121 and HIS-122

Natural Sciences: Two courses from the biological and physical science disciplines, including accompanying labs

Mathematics: One introductory math/One higher level math or other quantitative subject, such as computer science (CIS) or statistics (MAT)

Other Required Hours: GEO-111, HIS-131, and HIS-132 / ECO-251 and ECO-252/5-8 additional hours from approved college transfer courses

Sociology [A1010N]

Humanities/Fine Arts: COM-231/One literature course/Two courses from HFA electives

Social/Behavioral Sciences: One history course/SOC-210/SOC-213, SOC-220, or SOC-225/One course from SBS electives

Natural Sciences: Two courses from the biological and physical science disciplines, including accompanying labs

Mathematics: One introductory math/One higher level math or other quantitative subject, such as computer science (CIS) or statistics (MAT) (MAT-151 is recommended)

Other Required Hours: 20 additional hours from approved college transfer courses

Associate in Fine Arts—Art A.F.A. [A1020A]

Degree Requirements

English Composition (7 SHC)

Required

ENG 111	Expository Writing	3
ENG 111A	Expository Writing Lab	1
ENG 113	Literature-Based Research	3

Humanities/Fine Arts (6 SHC)

Two courses from two of the following discipline areas: drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion are required. One literature course is required.

ASL 111	Elementary ASL I	3
ASL 112	Elementary ASL II	3
ASL 211	Intermediate ASL I	3
ASL 212	Intermediate ASL II	3
COM 231	Public Speaking	3
DRA 111	Theatre Appreciation	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 233	Major American Writers	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 251	Western World Literature I	3
ENG 252	Western World Literature II	3
FRE 111	Elementary French I	3
FRE 112	Elementary French II	3
FRE 211	Intermediate French I	3
FRE 212	Intermediate French II	3
GER 111	Elementary German I	3
GER 112	Elementary German II	3
GER 211	Intermediate German I	3
GER 212	Intermediate German II	3
HUM 115	Critical Thinking	3
HUM 120	Cultural Studies	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
HUM 220	Human Values and Meaning	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3
REL 211	Introduction to Old Testament	3
REL 212	Introduction to New Testament	3
SPA 111	Elementary Spanish I	3

SPA 112	Elementary Spanish II	3
SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	3

Social/Behavioral Sciences (9 SHC)

Three courses from three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology are required. One history course is required.

ANT 210	General Anthropology	3
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
GEO 111	World Regional Geography	3
GEO 112	Cultural Geography	3
GEO 113	Economic Geography	3
GEO 130	General Physical Geography	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
POL 210	Comparative Government	3
POL 220	International Relations	3
PSY 150	General Psychology	3
PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 225	Social Diversity	3

Natural Sciences/Mathematics (7 SHC)

One course in introductory mathematics and one course, including the accompanying laboratory work, from the biological and physical science courses are required.

AST 111	Descriptive Astronomy	3
AST 111A	Descriptive Astronomy Lab	1
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
CHM 131	Introduction to Chemistry	3
CHM 131A	Introduction to Chemistry Lab	1
CHM 151	General Chemistry I	4
MAT 140	Survey of Mathematics	3
MAT 161	College Algebra	3
MAT 175	Precalculus	4
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1

Art Major Core Required (15 SHC)

ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ART 121	Design I	3
ART 122	Design II	3
ART 131	Drawing I	3

Art Electives Required (21 SHC)

ART 132	Drawing II	3
ART 135	Figure Drawing I	3
ART 171	Computer Art I	3
ART 231	Printmaking I	3
ART 240	Painting I	3
ART 241	Painting II	3
ART 261	Photography I	3
ART 262	Photography II	3
ART 271	Computer Art II	3
ART 281	Sculpture I	3
ART 282	Sculpture II	3
ART 283	Ceramics I	3
ART 284	Ceramics II	3

**Total Credit Hours Required
for A.F.A Degree 65**

Students must meet the receiving university’s foreign language, mathematics, and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

**Associate
in Fine
Arts—Music
and Music
Education
A.F.A. [A1020D]**

Degree Requirements

English Composition (7 SHC)

Required

ENG 111	Expository Writing	3
ENG 111A	Expository Writing Lab	1
ENG 113	Literature-Based Research	3

Humanities/Fine Arts (6 SHC)

Two courses from two of the following discipline areas: art, drama, foreign languages, interdisciplinary humanities, literature, philosophy, and religion are required. One literature course is required.

ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3

ASL 111	Elementary ASL I	3
ASL 112	Elementary ASL II	3
ASL 211	Intermediate ASL I	3
ASL 212	Intermediate ASL II	3
COM 231	Public Speaking	3
DRA 111	Theatre Appreciation	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 233	Major American Writers	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 251	Western World Literature I	3
ENG 252	Western World Literature II	3
FRE 111	Elementary French I	3
FRE 112	Elementary French II	3
FRE 211	Intermediate French I	3
FRE 212	Intermediate French II	3
GER 111	Elementary German I	3
GER 112	Elementary German II	3
GER 211	Intermediate German I	3
GER 212	Intermediate German II	3
HUM 115	Critical Thinking	3
HUM 120	Cultural Studies	3
HUM 150	American Women’s Studies	3
HUM 160	Introduction to Film	3
HUM 220	Human Values and Meaning	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3
REL 211	Introduction to Old Testament	3
REL 212	Introduction to New Testament	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3
SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	3

Social/Behavioral Sciences (9 SHC)

Three courses from three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology are required. One history course is required.

ANT 210	General Anthropology	3
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
GEO 111	World Regional Geography	3
GEO 112	Cultural Geography	3
GEO 113	Economic Geography	3
GEO 130	General Physical Geography	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
POL 210	Comparative Government	3
POL 220	International Relations	3
PSY 150	General Psychology	3

PSY	241	Developmental Psychology	3
PSY	281	Abnormal Psychology	3
SOC	210	Introduction to Sociology	3
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Natural Sciences/Mathematics (7 SHC)

One course in introductory mathematics and one course, including the accompanying laboratory work, from the biological and physical science courses are required.

AST	111	Descriptive Astronomy	3
AST	111A	Descriptive Astronomy Lab	1
BIO	110	Principles of Biology	4
BIO	111	General Biology I	4
CHM	131	Introduction to Chemistry	3
CHM	131A	Introduction to Chemistry Lab	1
CHM	151	General Chemistry I	4
MAT	140	Survey of Mathematics	3
MAT	161	College Algebra	3
MAT	175	Precalculus	4
PHY	110	Conceptual Physics	3
PHY	110A	Conceptual Physics Lab	1

Music Theory Core Required (16 SHC)

MUS	121	Music Theory I	4
MUS	122	Music Theory II	4
MUS	221	Music Theory III	4
MUS	222	Music Theory IV	4

Applied Music Core Required (8 SHC)

MUS	161	Applied Music I	2
MUS	162	Applied Music II	2
MUS	261	Applied Music III	2
MUS	262	Applied Music IV	2

Ensemble Core Required (4 SHC)

MUS	131	Chorus I	1
MUS	132	Chorus II	1
MUS	133	Band I	1
MUS	134	Band II	1
MUS	135	Jazz Ensemble I	1
MUS	136	Jazz Ensemble II	1
MUS	141	Ensemble I	1
MUS	142	Ensemble II	1
MUS	231	Chorus III	1
MUS	232	Chorus IV	1
MUS	233	Band III	1
MUS	234	Band IV	1
MUS	235	Jazz Ensemble III	1
MUS	236	Jazz Ensemble IV	1
MUS	241	Ensemble III	1
MUS	242	Ensemble IV	1

Class Music Core Required (2 SHC)

MUS	151	Class Music I	1
MUS	152	Class Music II	1

Music Electives Required (6 SHC)

MUS	112	Introduction to Jazz	3
MUS	210	History of Rock Music	3
MUS	211	History of Country Music	3
MUS	271	Music History I	3
MUS	272	Music History II	3

Total Credit Hours Required

for A.F.A. Degree **65**

Students must meet the receiving university's foreign language, mathematics, and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.



Associate in General Education A.G.E. [A10300]

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development. All courses in the program are college-level transferable courses; however, the program is not principally designed for college transfer.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

Degree Requirements

English Composition (7 SHC)

Required

ENG 111	Expository Writing	3
ENG 111A	Expository Writing Lab	1
ENG 113	Literature-Based Research	3

Humanities/Fine Arts (3 SHC)

One course from the following discipline areas: art, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion is required.

ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ASL 111	Elementary ASL I	3
ASL 112	Elementary ASL II	3
ASL 211	Intermediate ASL I	3
ASL 212	Intermediate ASL II	3
DRA 111	Theatre Appreciation	3
ENG 114	Prof. Research & Reporting	3
ENG 231	American Literature I	3

ENG 232	American Literature II	3
ENG 233	Major American Writers	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 251	Western World Literature I	3
ENG 252	Western World Literature II	3
FRE 111	Elementary French I	3
FRE 112	Elementary French II	3
FRE 211	Intermediate French I	3
FRE 212	Intermediate French II	3
GER 111	Elementary German I	3
GER 112	Elementary German II	3
GER 211	Intermediate German I	3
GER 212	Intermediate German II	3
HUM 115	Critical Thinking	3
HUM 120	Cultural Studies	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
HUM 220	Human Values and Meaning	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3
REL 211	Introduction to Old Testament	3
REL 212	Introduction to New Testament	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3
SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	3

Social/Behavioral Sciences (3 SHC)

One course from the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology is required.

ANT 210	General Anthropology	3
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
GEO 111	World Regional Geography	3
GEO 112	Cultural Geography	3
GEO 113	Economic Geography	3
GEO 130	General Physical Geography	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
POL 210	Comparative Government	3
POL 220	International Relations	3
PSY 150	General Psychology	3
PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3

SOC 225 Social Diversity 3

Natural Sciences/Mathematics (3-4 SHC)

One course from the following discipline areas: biology, chemistry, computer science, mathematics, and physics is required.

AST 111	Descriptive Astronomy	3
AST 111A	Descriptive Astronomy Lab	1
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
BIO 112	General Biology II	4
BIO 120	Introductory Botany	4
BIO 130	Introductory Zoology	4
CHM 131	Introduction to Chemistry	3
CHM 131A	Introduction to Chemistry Lab	1
CHM 132	Organic and Biochemistry	4
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
CIS 110	Introduction to Computers	3
CIS 115	Intro. to Programming & Logic	3
MAT 140	Survey of Mathematics	3
MAT 151	Statistics I	3
MAT 151A	Statistics I Lab	1
MAT 161	College Algebra	3
MAT 162	College Trigonometry	3
MAT 171	Precalculus Algebra	3
MAT 171A	Precalculus Algebra Lab	1
MAT 172	Precalculus Trigonometry	3
MAT 172A	Precalculus Trigonometry Lab	1
MAT 175	Precalculus	4
MAT 263	Brief Calculus	3
MAT 271	Calculus I	4
MAT 272	Calculus II	4
MAT 273	Calculus III	4
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1
PHY 151	College Physics I	4
PHY 152	College Physics II	4
PHY 251	General Physics I	4
PHY 252	General Physics II	4

Other Required Hours (49 SHC)

Other required hours may be chosen from courses listed below or unselected general education core courses offered in this program. A maximum of 7 SHC in health, physical education, college orientation, and/or study skills may be included as other required hours.

ACC 120	Prin. of Financial Accounting	4
ACC 121	Prin. of Managerial Accounting	4
ART 121	Design I	3
ART 122	Design II	3
ART 131	Drawing I	3
ART 132	Drawing II	3
ART 135	Figure Drawing I	3

ART 171	Computer Art I	3
ART 231	Printmaking I	3
ART 240	Painting I	3
ART 241	Painting II	3
ART 244	Watercolor	3
ART 261	Photography I	3
ART 262	Photography II	3
ART 271	Computer Art II	3
ART 281	Sculpture I	3
ART 282	Sculpture II	3
ART 283	Ceramics I	3
ART 284	Ceramics II	3
ART 288	Studio	3
BIO 155	Nutrition	3
BIO 163	Basic Anatomy & Physiology	5
BIO 168	Anatomy and Physiology I	4
BIO 169	Anatomy and Physiology II	4
BIO 250	Genetics	4
BIO 275	Microbiology	4
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
BUS 230	Small Business Management	3
CHM 251	Organic Chemistry I	4
CHM 252	Organic Chemistry II	4
CJC 111	Introduction to Criminal Justice	3
CJC 121	Law Enforcement Operations	3
CJC 141	Corrections	3
COM 110	Introduction to Communication	3
COM 120	Intro. to Interpersonal Comm.	3
COM 231	Public Speaking	3
CSC 134	C++ Programming	3
CSC 139	Visual BASIC Programming	3
CSC 151	JAVA Programming	3
CSC 239	Adv. Visual BASIC Programming	3
DRA 124	Readers Theatre	3
DRA 130	Acting I	3
DRA 131	Acting II	3
ENG 125	Creative Writing I	3
ENG 135	Introduction to Short Fiction	3
GEO 131	Physical Geography I	4
HEA 110	Personal Health/Wellness	3
HEA 112	First Aid & CPR	2
HEA 120	Community Health	3
HIS 215	Nineteenth-Century Europe	3
HIS 216	Twentieth-Century Europe	3
HIS 226	The Civil War	3
HIS 231	Recent American History	3
HIS 236	North Carolina History	3
HUM 170	The Holocaust	3
MAT 280	Linear Algebra	3
MAT 285	Differential Equations	3
MUS 111	Fundamentals of Music	3
MUS 121	Music Theory I	4
MUS 122	Music Theory II	4
MUS 131	Chorus I	1

MUS 132	Chorus II	1
MUS 133	Band I	1
MUS 134	Band II	1
MUS 135	Jazz Ensemble I	1
MUS 136	Jazz Ensemble II	1
MUS 141	Ensemble I	1
MUS 142	Ensemble II	1
MUS 151	Class Music I	1
MUS 152	Class Music II	1
MUS 161	Applied Music I	2
MUS 162	Applied Music II	2
MUS 210	History of Rock Music	3
MUS 211	History of Country Music	3
MUS 221	Music Theory III	4
MUS 222	Music Theory IV	4
MUS 231	Chorus III	1
MUS 232	Chorus IV	1
MUS 233	Band III	1
MUS 234	Band IV	1
MUS 235	Jazz Ensemble III	1
MUS 236	Jazz Ensemble IV	1
MUS 241	Ensemble III	1
MUS 242	Ensemble IV	1
MUS 261	Applied Music III	2
MUS 262	Applied Music IV	2
MUS 271	Music History I	3
MUS 272	Music History II	3
OST 131	Keyboarding	2
OST 134	Text Entry & Formatting	3
OST 181	Introduction to Office Systems	3
PED 110	Fit and Well for Life	2
PED 111	Physical Fitness I	1
PED 113	Aerobics I	1
PED 114	Aerobics II	1
PED 117	Weight Training I	1
PED 121	Walk, Jog, Run	1
PED 128	Golf—Beginning	1
PED 129	Golf—Intermediate	1
PED 130	Tennis—Beginning	1
PED 131	Tennis—Intermediate	1
PED 132	Racquetball—Beginning	1
PED 133	Racquetball—Intermediate	1
PED 137	Badminton	1
PED 139	Bowling—Beginning	1
PED 142	Lifetime Sports	1
PED 143	Volleyball—Beginning	1
PED 144	Volleyball—Intermediate	1
PED 145	Basketball—Beginning	1
PED 146	Basketball—Intermediate	1
PHI 230	Introduction to Logic	3
POL 130	State & Local Government	3
PSY 118	Interpersonal Psychology	3
PSY 246	Adolescent Psychology	3
PSY 263	Educational Psychology	3
SPA 120	Spanish for the Workplace	3

**Total Credit Hours Required
for A.G.E. Degree 65**

Associate in Science A.S. [A10400]

Degree Requirements English Composition (7 SHC)

Required

ENG 111	Expository Writing	3
ENG 111A	Expository Writing Lab	1
ENG 113	Literature-Based Research	3

Humanities/Fine Arts (9 SHC)

COM 231 and one literature course are required.

*One course from the following discipline areas:
art, drama, foreign languages, interdisciplinary
humanities, literature, music, philosophy, and
religion is required.*

ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ASL 111	Elementary ASL I	3
ASL 112	Elementary ASL II	3
ASL 211	Intermediate ASL I	3
ASL 212	Intermediate ASL II	3
COM 231	Public Speaking	3
DRA 111	Theatre Appreciation	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 233	Major American Writers	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 251	Western World Literature I	3
ENG 252	Western World Literature II	3
FRE 111	Elementary French I	3
FRE 112	Elementary French II	3
FRE 211	Intermediate French I	3
FRE 212	Intermediate French II	3
GER 111	Elementary German I	3
GER 112	Elementary German II	3
GER 211	Intermediate German I	3
GER 212	Intermediate German II	3
HUM 115	Critical Thinking	3
HUM 120	Cultural Studies	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
HUM 220	Human Values and Meaning	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3

PHI	240	Introduction to Ethics	3
REL	110	World Religions	3
REL	211	Introduction to Old Testament	3
REL	212	Introduction to New Testament	3
SPA	111	Elementary Spanish I	3
SPA	112	Elementary Spanish II	3
SPA	211	Intermediate Spanish I	3
SPA	212	Intermediate Spanish II	3

Social/Behavioral Sciences (9 SHC)

Three courses from three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. One history course is required.

ANT	210	General Anthropology	3
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
GEO	111	World Regional Geography	3
GEO	112	Cultural Geography	3
GEO	113	Economic Geography	3
GEO	130	General Physical Geography	3
HIS	121	Western Civilization I	3
HIS	122	Western Civilization II	3
HIS	131	American History I	3
HIS	132	American History II	3
POL	120	American Government	3
POL	210	Comparative Government	3
POL	220	International Relations	3
PSY	150	General Psychology	3
PSY	241	Developmental Psychology	3
PSY	281	Abnormal Psychology	3
SOC	210	Introduction to Sociology	3
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Natural Sciences (8 SHC)

A minimum two-course sequence from the general biology, general chemistry, or general physics courses is required.

BIO	111	General Biology I	4
BIO	112	General Biology II	4
CHM	151	General Chemistry I	4
CHM	152	General Chemistry II	4
PHY	151	College Physics I	4
PHY	152	College Physics II	4
PHY	251	General Physics I	4
PHY	252	General Physics II	4

Mathematics (6 SHC)

One introductory mathematics and one secondary mathematics are required.

Introductory math:

MAT	171	Precalculus Algebra	3
MAT	175	Precalculus	4
MAT	271	Calculus I	4

Secondary math:

MAT	151	Statistics I	3
MAT	171	Precalculus Algebra	3
MAT	172	Precalculus Trigonometry	3
MAT	175	Precalculus	4
MAT	271	Calculus I	4
MAT	272	Calculus II	4

Natural Sciences/Mathematics Electives (6 SHC)

Select from the following:

AST	111	Descriptive Astronomy	3
AST	111A	Descriptive Astronomy Lab	1
BIO	111	General Biology I	4
BIO	112	General Biology II	4
BIO	120	Introductory Botany	4
BIO	130	Introductory Zoology	4
CHM	151	General Chemistry I	4
CHM	152	General Chemistry II	4
MAT	151	Statistics I	3
MAT	171	Precalculus Algebra	3
MAT	172	Precalculus Trigonometry	3
MAT	175	Precalculus	4
MAT	271	Calculus I	4
MAT	272	Calculus II	4
PHY	151	College Physics I	4
PHY	152	College Physics II	4
PHY	251	General Physics I	4
PHY	252	General Physics II	4

Other Required Hours (20 SHC)

A minimum of 14 SHC of college transfer courses in mathematics, natural sciences, or computer science is required. Other required hours may be chosen from courses listed below or unselected general education core courses offered in this program.

ACC	120	Prin. of Financial Accounting	4
ACC	121	Prin. of Managerial Accounting	4
ART	121	Design I	3
ART	122	Design II	3
ART	131	Drawing I	3
ART	132	Drawing II	3
ART	135	Figure Drawing I	3
ART	171	Computer Art I	3
ART	231	Printmaking I	3
ART	240	Painting I	3
ART	241	Painting II	3
ART	244	Watercolor	3
ART	261	Photography I	3
ART	262	Photography II	3
ART	271	Computer Art II	3
ART	281	Sculpture I	3
ART	282	Sculpture II	3
ART	283	Ceramics I	3
ART	284	Ceramics II	3

ART	288	Studio	3	MAT	172A	Precalculus Trigonometry Lab	1
AST	111	Descriptive Astronomy	3	MAT	175	Precalculus	4
AST	111A	Descriptive Astronomy Lab	1	MAT	263	Brief Calculus	3
BIO	110	Principles of Biology	4	MAT	271	Calculus I	4
BIO	111	General Biology I	4	MAT	272	Calculus II	4
BIO	112	General Biology II	4	MAT	273	Calculus III	4
BIO	120	Introductory Botany	4	MAT	280	Linear Algebra	3
BIO	130	Introductory Zoology	4	MAT	285	Differential Equations	3
BIO	155	Nutrition	3	MUS	111	Fundamentals of Music	3
BIO	163	Basic Anatomy & Physiology	5	MUS	121	Music Theory I	4
BIO	168	Anatomy and Physiology I	4	MUS	122	Music Theory II	4
BIO	169	Anatomy and Physiology II	4	MUS	131	Chorus I	1
BIO	250	Genetics	4	MUS	132	Chorus II	1
BIO	275	Microbiology	4	MUS	210	History of Rock Music	3
BUS	110	Introduction to Business	3	MUS	211	History of Country Music	3
BUS	115	Business Law I	3	MUS	221	Music Theory III	4
BUS	137	Principles of Management	3	MUS	222	Music Theory IV	4
CHM	131	Introduction to Chemistry	3	MUS	231	Chorus III	1
CHM	131A	Introduction to Chemistry Lab	1	MUS	232	Chorus IV	1
CHM	132	Organic and Biochemistry	4	PED	110	Fit and Well for Life	2
CHM	151	General Chemistry I	4	PED	111	Physical Fitness I	1
CHM	152	General Chemistry II	4	PED	113	Aerobics I	1
CHM	251	Organic Chemistry I	4	PED	114	Aerobics II	1
CHM	252	Organic Chemistry II	4	PED	117	Weight Training I	1
CIS	110	Introduction to Computers	3	PED	121	Walk, Jog, Run	1
CIS	115	Intro. to Programming & Logic	3	PED	128	Golf—Beginning	1
CJC	111	Introduction to Criminal Justice	3	PED	129	Golf—Intermediate	1
CJC	121	Law Enforcement Operations	3	PED	130	Tennis—Beginning	1
CJC	141	Corrections	3	PED	131	Tennis—Intermediate	1
COM	110	Introduction to Communication	3	PED	132	Racquetball—Beginning	1
COM	120	Intro. to Interpersonal Comm.	3	PED	133	Racquetball—Intermediate	1
CSC	134	C++ Programming	3	PED	137	Badminton	1
CSC	151	JAVA Programming	3	PED	139	Bowling—Beginning	1
DRA	124	Readers Theatre	3	PED	142	Lifetime Sports	1
DRA	130	Acting I	3	PED	143	Volleyball—Beginning	1
DRA	131	Acting II	3	PED	144	Volleyball—Intermediate	1
ENG	114	Prof. Research & Reporting	3	PED	145	Basketball—Beginning	1
ENG	125	Creative Writing I	3	PED	146	Basketball—Intermediate	1
ENG	135	Introduction to Short Fiction	3	PHI	230	Introduction to Logic	3
GEO	131	Physical Geography I	4	PHY	110	Conceptual Physics	3
HEA	110	Personal Health/Wellness	3	PHY	110A	Conceptual Physics Lab	1
HEA	112	First Aid & CPR	2	PHY	151	College Physics I	4
HEA	120	Community Health	3	PHY	152	College Physics II	4
HIS	215	Nineteenth-Century Europe	3	PHY	251	General Physics I	4
HIS	216	Twentieth-Century Europe	3	PHY	252	General Physics II	4
HIS	226	The Civil War	3	POL	130	State & Local Government	3
HIS	231	Recent American History	3	PSY	246	Adolescent Psychology	3
HIS	236	North Carolina History	3	PSY	263	Educational Psychology	3
HUM	170	The Holocaust	3				
MAT	140	Survey of Mathematics	3				
MAT	151	Statistics I	3				
MAT	151A	Statistics I Lab	1				
MAT	161	College Algebra	3				
MAT	162	College Trigonometry	3				
MAT	171	Precalculus Algebra	3				
MAT	171A	Precalculus Algebra Lab	1				
MAT	172	Precalculus Trigonometry	3				

**Total Credit Hours Required
for A.S. Degree**

65

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Pre-Major Programs

Associate in Science [A.S.]

Students pursuing a pre-major program in the associate in science (A.S.) degree should follow the basic A.S. program requirements, with attention to the following specific program requirements or recommendations. This will facilitate transfer with minimum complications in that particular major; however, students should always contact prospective four-year institutions for more information about additional requirements in specific majors and degrees.

Pre-Major Requirements

English Composition: ENG-111, ENG-111A, and ENG-113 (Required for all pre-majors)

Biology and Biology Education [A1040A]

Humanities/Fine Arts: COM-231/One literature course/One course from HFA electives

Social/Behavioral Sciences: One history course/Two courses from SBS electives

Natural Sciences: BIO-111, CHM-151, and CHM-152/BIO-112, BIO-120, or BIO-130

Mathematics: MAT-171 or higher/One higher level math or other quantitative subject, such as computer science (CIS) or statistics (MAT)

Other Required Hours: 14 hours from approved college transfer courses in math, natural sciences, or computer science (CHM-251 and CHM-252; PHY-151 and PHY-152; PHY-251 and PHY-252; and 4 hours from approved college transfer courses in biology are recommended)/4 additional hours from approved college transfer courses

Chemistry and Chemistry Education [A1040B]

Humanities/Fine Arts: COM-231/One literature course/One course from HFA electives

Social/Behavioral Sciences: One history course/Two courses from SBS electives (PSY-150 is recommended)

Natural Sciences: CHM-151, CHM-152 and PHY-251

Mathematics: MAT-271 and MAT-272

Other Required Hours: CHM-251, CHM-252, and PHY-252/3 hours from approved college transfer courses in CSC or CIS

are required/4 additional hours from approved college transfer courses (MAT-273 is recommended)

Engineering [A1040D]

Humanities/Fine Arts: COM-231/One literature course/One course from HFA electives

Social/Behavioral Sciences: One history course/Two courses from SBS electives (ECO-251 and ECO-252 are recommended)

Natural Sciences: CHM-151, PHY-251 and PHY-252

Mathematics: MAT-271 and MAT-272

Other Required Hours: MAT-273 and MAT-285/CSC-134 or CSC-151/CHM-152/3-6 additional hours from approved college transfer courses

Mathematics [A1040E]

Humanities/Fine Arts: COM-231/One literature course/One course from HFA electives

Social/Behavioral Sciences: One history course/Two courses from SBS electives

Natural Sciences: PHY-251 and PHY-252

Mathematics: MAT-175, MAT-271 and MAT-272

Other Required Hours: MAT-273/MAT-280 or MAT-285/CSC-134 or CSC-151/4 additional hours from approved college transfer courses in math, natural sciences, or computer sciences/3 additional hours from approved college transfer courses in general education HFA/3 additional hours from approved college transfer courses in general education SBS

Below are electives that can apply in the A.A.S. programs:

Humanities/Fine Arts Courses

ART	111	Art Appreciation	3
ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
DRA	111	Theatre Appreciation	3
DRA	124	Readers Theatre	3
DRA	130	Acting I	3
ENG	125	Creative Writing I	3
ENG	231	American Literature I	3
ENG	232	American Literature II	3
ENG	233	Major American Writers	3
ENG	241	British Literature I	3
ENG	242	British Literature II	3
ENG	251	Western World Literature I	3
ENG	252	Western World Literature II	3
HUM	120	Cultural Studies	3
HUM	150	American Women’s Studies	3
HUM	160	Introduction to Film	3
HUM	170	The Holocaust	3
HUM	220	Human Values and Meaning	3
MUS	110	Music Appreciation	3
PHI	215	Philosophical Issues	3
PHI	240	Introduction to Ethics	3
REL	110	World Religions	3
REL	211	Introduction to Old Testament	3
REL	212	Introduction to New Testament	3

Social/Behavioral Sciences Courses

ANT	210	General Anthropology	3
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
GEO	111	World Regional Geography	3
GEO	112	Cultural Geography	3
GEO	113	Economic Geography	3
GEO	130	General Physical Geography	3
HIS	121	Western Civilization I	3
HIS	122	Western Civilization II	3
HIS	131	American History I	3
HIS	132	American History II	3
HIS	215	Nineteenth-Century Europe	3
HIS	216	Twentieth-Century Europe	3
HIS	226	The Civil War	3
HIS	231	Recent American History	3
POL	120	American Government	3
POL	130	State & Local Government	3
POL	210	Comparative Government	3
POL	220	International Relations	3
PSY	118	Interpersonal Psychology	3
PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Accounting

A.A.S. Degree [A25100]

Diploma Program [D25100]

Certificate Programs [C25100A & C25100I]

Curriculum Description:

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the “language of business,” accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	110	Introduction to Communication or				
COM	120	Intro to Interpersonal Communication or				
COM	231	Public Speaking	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
ENG	111	Expository Writing	3	0	0	3

ENG	111A	Expository Writing Lab	0	2	0	1
MAT	115	Mathematical Models or	2	2	0	3
MAT	140	Survey of Mathematics or				
MAT	161	College Algebra	(3	0	0	3)
		Humanities/Fine Arts Elective	3	0	0	3
Total General Education Required Hours						16

Major Required Courses

ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ACC	122	Principles of Financial Accounting II	3	0	0	3
ACC	129	Individual Income Taxes	2	2	0	3
ACC	130	Business Income Taxes	2	2	0	3
ACC	140	Payroll Accounting	1	2	0	2
ACC	150	Accounting Software Applications	1	2	0	2
ACC	220	Intermediate Accounting I	3	2	0	4
ACC	227	Practices in Accounting	3	0	0	3
ACC	240	Governmental & Not-for-Profit Accounting	3	0	0	3
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
CTS	130	Spreadsheet	2	2	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
		Major Electives***				3
Total Major Required Hours						51

***Major Electives

<i>Select a total of 3 credits</i>						
BUS	137	Principles of Management	3			
BUS	230	Small Business Management	3			
BUS	260	Business Communication	3			
BUS	270	Professional Development	3			
COE	112, 121, 131	Cooperative Education	1-3			
DBA	110	Database Concepts	3			
MKT	120	Principles of Marketing	3			
OST	131	Keyboarding	2			
Total Credit Hours Required for A.A.S. Degree.....						67

Suggested Curriculum by Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester	Credits
ACC 120	4
BUS 110	3
CIS 110	3
COM 110 or	
COM 120 or	
COM 231	3
ENG 111	3
ENG 111A	1
	17

Spring Semester

ACC 121	4
ACC 122	3
ACC 150	2
CTS 130	3
MAT 115 or	
MAT 140 or	
MAT 161	3
	15

Summer Semester

Humanities/Fine Arts	3
	3

Second Year

Fall Semester	Credits
ACC 129	3
ACC 140	2
ACC 220	4
BUS 115	3
ECO 251	3
	15

Spring Semester

ACC	130	3
ACC	227	3
ACC	240	3
COE	111	1
COE	115	1
ECO	252	3
Major Electives		<u>3</u>
		17

Diploma Program

			Class	Lab	Clinic/Exp	Credits
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ACC	130	Business Income Taxes	2	2	0	3
ACC	150	Accounting Software Applications	1	2	0	2
ACC	240	Governmental & Not-for-Profit Accounting	3	0	0	3
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
COM	110	Introduction to Communication or				
COM	120	Intro to Interpersonal Communication or	3	0	0	3
ENG	111	Expository Writing and	(3	0	0	3)
ENG	111A	Expository Writing Lab	(0	2	0	1)
CTS	130	Spreadsheet	2	2	0	3
MAT	115	Mathematical Models or	2	2	0	3
MAT	140	Survey of Mathematics or				
MAT	161	College Algebra	(3	0	0	3)

Total Credit Hours Required for Diploma Program 36-37

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Certificate Options

			Class	Lab	Clinic/Exp	Credits
Accounting Certificate [C25100A]						
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ACC	130	Business Income Taxes	2	2	0	3
ACC	140	Payroll Accounting	1	2	0	2
ACC	150	Accounting Software Applications	1	2	0	2
BUS	110	Introduction to Business	3	0	0	3

Total Credit Hours Required for Certificate Program..... 18

Income Tax Preparer Certificate [C25100I]

ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	122	Principles of Financial Accounting II	3	0	0	3
ACC	129	Individual Income Taxes	2	2	0	3
ACC	130	Business Income Taxes	2	2	0	3
CIS	110	Introduction to Computers	2	2	0	3

Total Credit Hours Required for Certificate Program..... 16

Air Conditioning, Heating and Refrigeration Technology

Diploma Program [D35100]

Certificate Programs [C35100A & C35100R]

Curriculum Description:

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the A.A.S. degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	110	Introduction to Communication	3	0	0	3
		General Education Electives***				3-4
Total General Education Required Hours						6-7

Major Required Courses

AHR	110	Introduction to Refrigeration	2	6	0	5
AHR	111	HVACR Electricity	2	2	0	3
AHR	112	Heating Technology	2	4	0	4
AHR	113	Comfort Cooling	2	4	0	4
AHR	114	Heat Pump Technology	2	4	0	4
AHR	133	HVAC Servicing	2	6	0	4
AHR	151	HVAC Duct Systems I	1	3	0	2
AHR	180	HVACR Customer Relations	1	0	0	1
AHR	211	Residential System Design	2	2	0	3
CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
Total Major Required Hours						35

***General Education Electives

Select 3-4 credits

ENG	111	Expository Writing and	3
ENG	111A	Expository Writing Lab	1
MAT	121	Algebra/Trigonometry I	3
MAT	140	Survey of Mathematics	3
MAT	161	College Algebra	3
PSY	118	Interpersonal Psychology	3

Total Credit Hours Required for Diploma Program 41-42

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Suggested Curriculum by Semesters

First Year		Summer Semester		
Fall Semester				
AHR 110	5	AHR 133		4
AHR 111	3	AHR 151		<u>2</u>
AHR 112	4			6
	12			
Spring Semester		Second Year		
		Fall Semester		Credits
AHR 113	4	CIS 110		3
AHR 114	4	COE 111		1
AHR 180	1	COE 115		1
AHR 211	<u>3</u>	COM 110		3
	12	GenEd Elective		<u>3-4</u>
				11-12

Certificate Options

		Class	Lab	Clinic/Exp	Credits
Air Conditioning, Heating, and Refrigeration Technology Certificate [C35100A]					
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 113	Comfort Cooling	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4
AHR 180	HVACR Customer Relations	1	0	0	1
Total Credit Hours Required for Certificate Program.....					17

Refrigeration and Heating Servicing Certificate [C35100R]					
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 133	HVAC Servicing	2	6	0	4
AHR 151	HVAC Duct Systems I	1	3	0	2
Total Credit Hours Required for Certificate Program.....					18



Basic Law Enforcement Training

Certificate Program [C55120]

Curriculum Description:

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits
Major Required Courses				
CJC 100 Basic Law Enforcement Training	9	30	0	19
Total Credit Hours Required for Certificate Program.....				19

Subject	Contact Hours	Practical Application	
Legal		First Responder	40
Motor Vehicle Law	20	Firearms	48
Preparing for Court and Testifying in Court	12	Law Enforcement Driver Training	40
Elements of Criminal Law	24	Physical Fitness Training	54
Juvenile Laws and Procedures	8	Subject Control Arrest Techniques	40
Arrest, Search, and Seizure/Constitutional Law	28		
ABC Laws and Procedures	4	Sheriff-Specific	
		Civil Process	24
Patrol Duties		Sheriffs' Responsibilities: Detention Duties	4
Techniques of Traffic Law Enforcement	24	Sheriffs' Responsibilities: Court Duties	6
Explosives and Hazardous Materials Emergencies	12		
Traffic Accident Investigation	20	Miscellaneous	
In-Custody Transportation	8	Course Orientation	4
Crowd Management	12	Testing	24
Patrol Techniques	20		
Law Enforcement Comm. & Radio Procedures	8	<i>Students successfully completing a Basic Law Enforcement Training Course accredited by the North Carolina Criminal Justice Education and Training Standards Commission may receive credit for the following courses: CJC-120, CJC-131, CJC-132, CJC-221, CJC-225, CJC-231, for a total of 18 semester hours that may be counted toward the Associate in Applied Science degree in Criminal Justice Technology. To qualify, students must have successfully passed the Criminal Justice Commission's comprehensive certification exam and must have completed BLET since 1985.</i>	
Rapid Deployment Training	8		
Anti-Terrorism Training	4		
Communications			
Dealing with Victims and the Public	10		
Domestic Violence Response	12		
Ethics for Professional Law Enforcement	4		
Indiv. with Mental Illness & Mental Retardation	8		
Crime Prevention Techniques	6		
Comm. Skills for Law Enforcement Officers	8		
Investigation			
Fingerprinting and Photographing	6		
Field Note-Taking and Report Writing	12		
Criminal Investigation	34		
Interviews: Field and In-Custody	16		
Controlled Substances	12		

Biotechnology

A.A.S. Degree [A20100]

Curriculum Description:

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist, laboratory technician/instrumentation technician, and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

Biotechnology is an associate degree program offered in conjunction with Forsyth Technical Community College who awards the degree. Students may take courses marked with an asterisk () at Mitchell Community College. All other courses must be taken at Forsyth Technical Community College.*

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
*ENG	111	Expository Writing	3	0	0	3
*ENG	111A	Expository Writing Lab	0	2	0	1
*ENG	113	Literature-Based Research or				
*ENG	114	Professional Research & Reporting	3	0	0	3
*MAT	115	Mathematical Models or	2	2	0	3
*MAT	161	College Algebra or	(3	0	0	3)
*MAT	175	Precalculus	(4	0	0	4)
*PSY	118	Interpersonal Psychology or				
*PSY	150	General Psychology	3	0	0	3
*		Humanities/Fine Arts Elective	3	0	0	3
Total General Education Required Hours						16-17

Major Required Courses

*BIO	111	General Biology I	3	3	0	4
*BIO	112	General Biology II	3	3	0	4
BIO	285	Research & Measurement	2	4	0	4
BTC	181	Basic Lab Techniques	3	3	0	4
*CHM	131	Introduction to Chemistry	3	0	0	3
*CHM	131A	Introduction to Chemistry Lab	0	3	0	1
*CHM	132	Organic and Biochemistry	3	3	0	4
*CIS	110	Introduction to Computers	2	2	0	3
*MAT	151	Statistics I	3	0	0	3
*MAT	151A	Statistics I Lab	0	2	0	1
*WEB	110	Internet/Web Fundamentals	2	2	0	3
		Technical Specialty Electives**				15
		Work Experience Elective***				1-2
Total Major Required Hours						50-51
Total Credit Hours Required for A.A.S. Degree.....						66-68

**Technical Specialty Electives

Select a minimum of 15 credits

*BIO	250	Genetics	4
*BIO	275	Microbiology	4
BTC	150	Bioethics	3
BTC	250	Principles of Genetics	3
BTC	270	Recombinant DNA Techniques	4
BTC	281	Bioprocess Techniques	4
BTC	282	Biotech Fermentation I	4
BTC	283	Biotech Fermentation II	4
BTC	285	Cell Culture	3

BTC	286	Immunological Techniques	4
CHM	263	Analytical Chemistry	5

***Work Experience Electives

Select 1 course from the following

BTC	288	Biotech Lab Experience	2
COE	111	Co-op Work Experience I	1
COE	112	Co-op Work Experience I	2
COE	121	Co-op Work Experience II	1
COE	122	Co-op Work Experience II	2
COE	131	Co-op Work Experience III	1
COE	132	Co-op Work Experience III	2

Suggested Curriculum by Semester

First Year
Fall Semester
*BIO 111
*CHM 131
*CHM 131A
*CIS 110
*ENG 111
*ENG 111A
*MAT 115 or
MAT 161 or
MAT 175

Credits
4
3
1
3
3
1
3

4
4
3
1

3

Spring Semester
*BIO 112
*CHM 132
*MAT 151
*MAT 151A
*PSY 118 or
*PSY 150

Second Year
Fall Semester
BTC 181
*WEB 110
*Humanities/Fine Arts
Technical Specialty Electives

Spring Semester
BIO 285
COE 111
*ENG 114
Technical Specialty Electives

Credits

4
3
3

4
1
3

Business Administration

A.A.S. Degree [A25120]
Certificate Program [C25120A]

Curriculum Description:

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today’s global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Course and Hour Requirements

				Class	Lab	Clinic/Exp	Credits
General Education Required Courses							
COM	120	Intro to Interpersonal Communication		3	0	0	3
ENG	111	Expository Writing		3	0	0	3
ENG	111A	Expository Writing Lab		0	2	0	1
ENG	113	Literature-Based Research or					
ENG	114	Professional Research & Reporting		3	0	0	3
MAT	140	Survey of Mathematics or					
MAT	161	College Algebra		3	0	0	3
PSY	118	Interpersonal Psychology or					
PSY	150	General Psychology or					
SOC	210	Introduction to Sociology		3	0	0	3
		Humanities/Fine Arts Elective		3	0	0	3
Total General Education Required Hours							19

Major Required Courses

ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	121	Business Math	2	2	0	3
BUS	137	Principles of Management	3	0	0	3

BUS	260	Business Communication	3	0	0	3
BUS	291	Selected Topics in Business	1	3	0	1
CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
CTS	130	Spreadsheet	2	2	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
OST	131	Keyboarding	1	2	0	2
		Major Electives***				6
Total Major Required Hours						49

***Major Electives

<i>Select 6 credits</i>			
ACC	140	Payroll Accounting	2
ACC	150	Accounting Software Applications	2
BUS	135	Principles of Supervision	3
BUS	153	Human Resource Management	3
BUS	230	Small Business Management	3
BUS	253	Leadership and Management Skills	3
BUS	270	Professional Development	3
COE	112, 121, 131	Cooperative Education	1-3
MKT	121	Retailing	3
MKT	123	Fundamentals of Selling	3
MKT	220	Advertising and Sales Promotion	3

Total Credit Hours Required for A.A.S. Degree..... 68

Suggested Curriculum by Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester		Credits
ACC	120	4
BUS	110	3
BUS	121	3
ENG	111	3
ENG	111A	1
OST	131	2
		16

Spring Semester

ACC	121	4
CIS	110	3
COM	120	3
ENG	114	3
MAT	140	3
		16

Summer Semester

Humanities/Fine Arts	3
	3

Second Year
Fall Semester

BUS	115	3
BUS	137	3
BUS	260	3
ECO	251	3
MKT	120	3
	Major Elective	3
		18

Spring Semester

BUS	291	1
COE	111**	1
COE	115**	1
CTS	130	3
ECO	252	3
PSY	118	3
	Major Elective	3
		15

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Certificate Option

			Class	Lab	Clinic/Exp	Credits
Management Certificate [C25120A]						
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	121	Business Math	2	2	0	3
BUS	137	Principles of Management	3	0	0	3
COM	120	Intro to Interpersonal Communication	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
Total Credit Hours Required for Certificate Program.....						18

Business Administration—
Marketing and Retailing

A.A.S. Degree [A2512F]
Certificate Program [C2512F]

Curriculum Description:

Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing. Course work includes marketing, retailing, merchandising, selling, advertising, computer technology, and management. Graduates should qualify for marketing positions within manufacturing, retailing, and service organizations.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
MAT	140	Survey of Mathematics or				
MAT	161	College Algebra	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
		Social/Behavioral Sciences Elective	3	0	0	3
Total General Education Required Hours						16

Major Required Courses

ACC	120	Principles of Financial Accounting	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	121	Business Math	2	2	0	3
BUS	137	Principles of Management	3	0	0	3
BUS	260	Business Communication	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
ECO	251	Principles of Microeconomics	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
MKT	121	Retailing	3	0	0	3
MKT	122	Visual Merchandising	3	0	0	3
MKT	123	Fundamentals of Selling	3	0	0	3
MKT	220	Advertising and Sales Promotion	3	0	0	3
MKT	225	Marketing Research	3	0	0	3
MKT	226	Retail Applications	3	0	0	3
OST	131	Keyboarding	1	2	0	2
Total Major Required Hours						50
Total Credit Hours Required for A.A.S. Degree.....						66

Suggested Curriculum by Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester

	Credits
BUS 110	3
BUS 115	3
BUS 121	3
MKT 120	3
OST 131	<u>2</u>
	14

Spring Semester

ACC 120	4
CIS 110	3
ENG 111	3
ENG 111A	1
MKT 121	3
MKT 122	<u>3</u>
	17

Summer Semester

Humanities/Fine Arts	<u>3</u>
	3

Second Year

Fall Semester

	Credits
BUS 137	3
BUS 260	3
ECO 251	3
MKT 123	3
MKT 220	<u>3</u>
	15

Spring Semester

COE 111**	1
COE 115**	1
COM 120	3
MAT 140	3
MKT 225	3
MKT 226	3
Social/Behavioral Sciences	<u>3</u>
	17

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Certificate Option

Marketing Certificate [C2512F]

COM	120	Intro to Interpersonal Communication	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
MKT	121	Retailing	3	0	0	3
MKT	122	Visual Merchandising	3	0	0	3
MKT	123	Fundamentals of Selling	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3

Total Credit Hours Required for Certificate Program..... 18

Computer Information Technology

A.A.S. Degree [A25260]

Diploma Program [D25260]

Certificate Programs [C25260D, C25260I, C25260S, & C25260Y]

Curriculum Description:

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Course work will develop a student’s ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	110	Introduction to Communication or				
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
MAT	115	Mathematical Models or	2	2	0	3
MAT	161	College Algebra	(3	0	0	3)
		*Humanities/Fine Arts Elective	3	0	0	3
		Social/Behavioral Sciences Elective	3	0	0	3

Total General Education Required Hours 16

Major Required Courses

BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic	2	3	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
CTS	120	Hardware/Software Support	2	3	0	3
CTS	285	Systems Analysis & Design	3	0	0	3
CTS	289	System Support Project	1	4	0	3
DBA	110	Database Concepts	2	3	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
NOS	130	Windows Single User	2	2	0	3
NOS	230	Windows Administration I	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
		Major Electives***				12

Total Major Required Hours 50

***Major Electives

Select 12 credits

ACC	120	Principles of Financial Accounting	4
CTS	130	Spreadsheet	3
CTS	230	Advanced Spreadsheet	3
DBA	115	Database Applications	3
OST	131	Keyboarding	2

OST	134	Text Entry & Formatting	3
SPA	111	Elementary Spanish I or	3
SPA	120	Spanish for the Workplace	3
WEB	110	Internet/Web Fundamentals	3

Total Credit Hours Required for A.A.S. Degree..... 66

Suggested Curriculum by Semester

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester		Credits
CIS	110	3
CIS	115	3
ENG	111	3
ENG	111A	1
MAT	115 or	3
MAT	161	
NOS	110	3
Major elective		<u>3</u>
		19

Spring Semester

CTS	120	3
DBA	110	3
NET	110	3
NOS	130	3
Major elective		<u>3</u>
		15

Second Year

Fall Semester		Credits
BUS	110	3
COM	110 or	
COM	120	3
CTS	285	3
SEC	110	3
Humanities/Fine Arts		3
Major elective		<u>3</u>
		18

Spring Semester

COE	111	1
COE	115	1
CTS	289	3
NOS	230	3
Major elective		3
Social/Behavioral Sciences		<u>3</u>
		14

Diploma Program

			Class	Lab	Clinic/Exp	Credits
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic	2	3	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
COM	110	Introduction to Communication or				
COM	120	Intro to Interpersonal Communication	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
CTS	230	Advanced Spreadsheet	2	2	0	3
CTS	285	Systems Analysis & Design	3	0	0	3
DBA	110	Database Concepts	2	3	0	3
DBA	115	Database Applications	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
MAT	115	Mathematical Models or	2	2	0	3
MAT	161	College Algebra	(3	0	0	3)
OST	131	Keyboarding	1	2	0	2
OST	134	Text Entry & Formatting	2	2	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3

Total Credit Hours Required for Diploma Program 41

***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.*

Certificate Options

			Class	Lab	Clinic/Exp	Credits
Database Certificate [C25260D]						
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic	2	3	0	3
CTS	285	Systems Analysis & Design	3	0	0	3
DBA	110	Database Concepts	2	3	0	3
DBA	115	Database Applications	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
Total Credit Hours Required for Certificate Program.....						18

Information Systems Certificate [C25260I]

CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic	2	3	0	3
CTS	130	Spreadsheet	2	2	0	3
DBA	110	Database Concepts	2	3	0	3
NOS	110	Operating System Concepts	2	3	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
Total Credit Hours Required for Certificate Program.....						18

Spreadsheet Certificate [C25260S]

ACC	120	Principles of Financial Accounting	3	2	0	4
CIS	110	Introduction to Computers	2	2	0	3
CTS	130	Spreadsheet	2	2	0	3
CTS	230	Advanced Spreadsheet	2	2	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
Total Credit Hours Required for Certificate Program.....						16

Systems Certificate [C25260Y]

CIS	110	Introduction to Computers	2	2	0	3
CTS	285	Systems Analysis & Design	3	0	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
NOS	130	Windows Single User	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
Total Credit Hours Required for Certificate Program.....						18

Computer Programming

A.A.S. Degree [A25130]

Diploma Program [D25130]

Certificate Programs [C25130B, C25130C, C25130J, & C25130V]

Curriculum Description:

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, computer operators, systems technicians, or database specialists.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	110	Introduction to Communication or				
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
MAT	115	Mathematical Models or	2	2	0	3
MAT	161	College Algebra	(3	0	0	3)
		Humanities/Fine Arts Elective	3	0	0	3
		Social/Behavioral Sciences Elective	3	0	0	3
Total General Education Required Hours						16

Major Required Courses

BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic	2	3	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
CSC	289	Programming Capstone Project	1	4	0	3
CTS	130	Spreadsheet	2	2	0	3
CTS	230	Advanced Spreadsheet	2	2	0	3
CTS	285	Systems Analysis & Design	3	0	0	3
DBA	110	Database Concepts	2	3	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
NOS	130	Windows Single User	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
A.A.S. Degree must select three of the following courses:						
CSC	134	C++ Programming	2	3	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
CSC	142	Visual COBOL Programming	2	3	0	3
CSC	151	JAVA Programming	2	3	0	3
A.A.S. Degree must select two of the following courses:						
CSC	234	Advanced C++ Programming	2	3	0	3
CSC	239	Advanced Visual BASIC Programming	2	3	0	3
CSC	242	Advanced Visual COBOL Programming	2	3	0	3
CSC	251	Advanced JAVA Programming	2	3	0	3
Total Major Required Hours for A.A.S. Degree						53

Total Credit Hours Required for A.A.S. Degree..... 69

Suggested Curriculum by Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester	Credits
CIS 110	3
CIS 115	3
CSC 139 and/or	3
CSC 142	3
ENG 111	3
ENG 111A	1
NOS 110	<u>3</u>
	16-19

Spring Semester

BUS 110	3
CSC 239 and/or	3
CSC 242	3
DBA 110	3
NET 110	3
NOS 130	<u>3</u>
	15-18

Second Year

Fall Semester	Credits
CSC 134 and/or	3
CSC 151	3
CTS 130	3
CTS 285	3
MAT 115 or	
MAT 161	3
SEC 110	3
Humanities/Fine Arts	<u>3</u>
	18-21

Spring Semester

COE 111	1
COE 115	1
COM 110 or	3
COM 120	
CSC 234 and/or	3
CSC 251	3
CSC 289	3
CTS 230	3
Social/Behavioral Sciences	<u>3</u>
	17-20

Diploma Program

	Class	Lab	Clinic/Exp	Credits
CIS 110 Introduction to Computers	2	2	0	3
CIS 115 Introduction to Programming & Logic	2	3	0	3
COE 111** Co-op Work Experience I	0	0	10	1
COE 115** Work Experience Seminar I	1	0	0	1
COM 110 Introduction to Communication or				
COM 120 Intro to Interpersonal Communication or				
ENG 111 Expository Writing and	3	0	0	3
ENG 111A Expository Writing Lab	(0	2	0	1)
CTS 285 Systems Analysis & Design	3	0	0	3
MAT 115 Mathematical Models or	2	2	0	3
MAT 161 College Algebra	(3	0	0	3)
NET 110 Networking Concepts	2	2	0	3
NOS 110 Operating System Concepts	2	3	0	3

Diploma Program must select three of the following courses:

CSC 134 C++ Programming	2	3	0	3
CSC 139 Visual BASIC Programming	2	3	0	3
CSC 142 Visual COBOL Programming	2	3	0	3
CSC 151 JAVA Programming	2	3	0	3

Diploma Program must select two of the following courses:

CSC 234 Advanced C++ Programming	2	3	0	3
CSC 239 Advanced Visual BASIC Programming	2	3	0	3
CSC 242 Advanced Visual COBOL Programming2	3	0		3
CSC 251 Advanced JAVA Programming	2	3	0	3

Total Credit Hours Required for Diploma Program 38

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours

Certificate Options

				Class	Lab	Clinic/Exp	Credits
COBOL Programming Certificate [C25130B]							
CIS	110	Introduction to Computers		2	2	0	3
CIS	115	Introduction to Programming & Logic		2	3	0	3
CSC	142	Visual COBOL Programming		2	3	0	3
CSC	242	Advanced Visual COBOL Programming		2	3	0	3
CTS	285	Systems Analysis & Design		3	0	0	3
SEC	110	Security Concepts		3	0	0	3
Total Credit Hours Required for Certificate							18

C++ Programming Certificate [C25130C]

CIS	110	Introduction to Computers		2	2	0	3
CIS	115	Introduction to Programming & Logic		2	3	0	3
CSC	134	C++ Programming		2	3	0	3
CSC	234	Advanced C++ Programming		2	3	0	3
CTS	285	Systems Analysis & Design		3	0	0	3
DBA	110	Database Concepts		2	3	0	3
Total Credit Hours Required for Certificate							18

JAVA Programming Certificate [C25130J]

CIS	110	Introduction to Computers		2	2	0	3
CIS	115	Introduction to Programming & Logic		2	3	0	3
CSC	151	JAVA Programming		2	3	0	3
CSC	251	Advanced JAVA Programming		2	3	0	3
CTS	285	Systems Analysis & Design		3	0	0	3
DBA	110	Database Concepts		2	3	0	3
Total Credit Hours Required for Certificate							18

Visual BASIC Programming Certificate [C25130V]

CIS	110	Introduction to Computers		2	2	0	3
CIS	115	Introduction to Programming & Logic		2	3	0	3
CSC	139	Visual BASIC Programming		2	3	0	3
CSC	239	Advanced Visual BASIC Programming		2	3	0	3
CTS	285	Systems Analysis & Design		3	0	0	3
SEC	110	Security Concepts		3	0	0	3
Total Credit Hours Required for Certificate							18

Cosmetology

Diploma Program [D55140]

Curriculum Description:

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	120	Intro to Interpersonal Communication	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
Total General Education Required Hours						6
Major Required Courses						
COS	111	Cosmetology Concepts I	4	0	0	4
COS	112	Salon I	0	24	0	8
COS	113	Cosmetology Concepts II	4	0	0	4
COS	114	Salon II	0	24	0	8
COS	115	Cosmetology Concepts III	4	0	0	4
COS	116	Salon III	0	12	0	4
COS	117	Cosmetology Concepts IV	2	0	0	2
COS	118	Salon IV	0	21	0	7
Total Major Required Hours						41
Total Credit Hours Required for Diploma Program						47

Suggested Curriculum by Semesters

			Summer Semester		8
Fall Semester			Credits		
COS	111	4	Fall Semester		
COS	112	<u>8</u>	COM	120	3
			COS	117	2
			COS	118	<u>2</u>
Spring Semester					12
COS	113	4			
COS	114	8			
PSY	118	<u>3</u>			
					15

Cosmetology Instructor

Certificate Program [C55160]

Curriculum Description:

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits
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General Education Required Courses

None

Major Required Courses

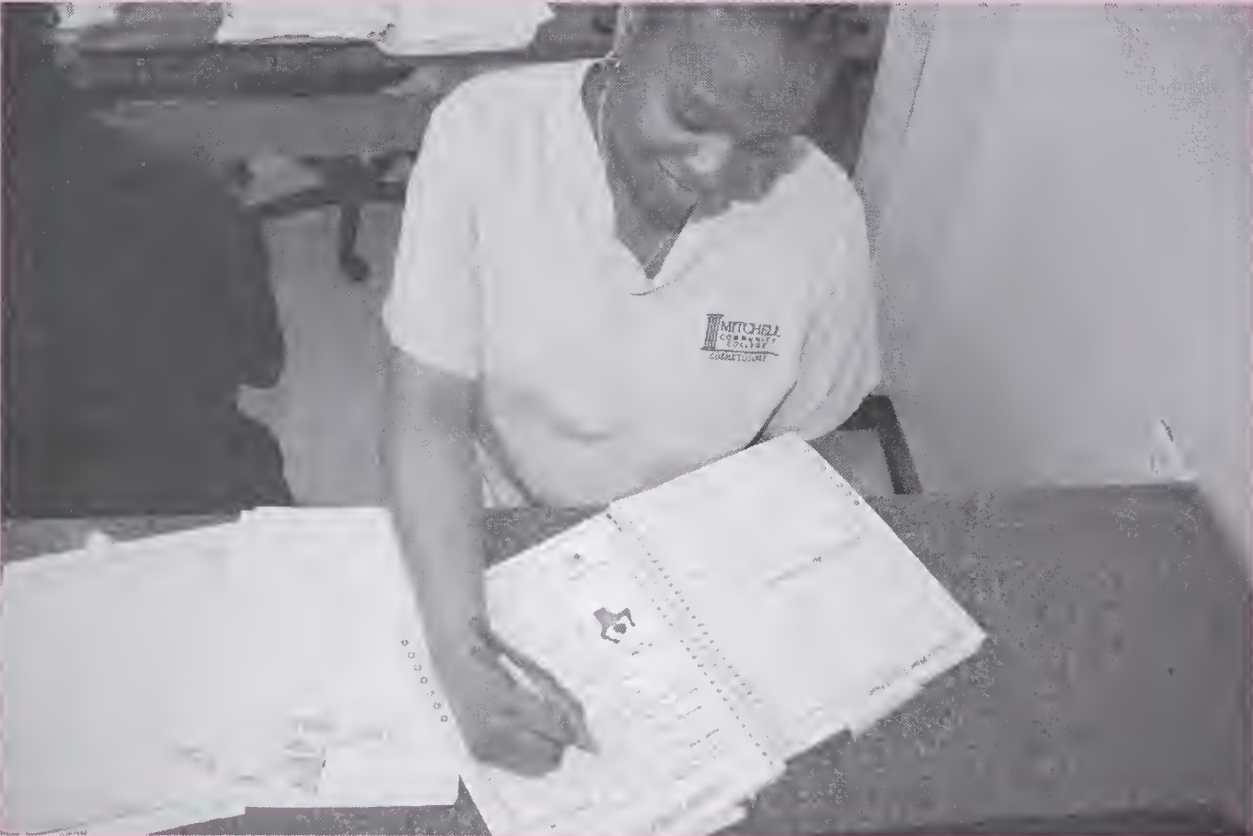
COS 271	Instructor Concepts I	5	0	0	5
COS 272	Instructor Practicum I	0	21	0	7
COS 273	Instructor Concepts II	5	0	0	5
COS 274	Instructor Practicum II	0	21	0	7

Total Major Required Hours 24

Total Credit Hours Required for Certificate Program..... 24

Suggested Curriculum by Semesters

		Spring Semester	Credits
		COS 273	5
		COS 274	7
			12
Fall Semester		Credits	
COS 271		5	
COS 272		7	
		12	



Criminal Justice Technology

A.A.S. Degree [A55180]

Curriculum Description:

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system’s role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
ENG	114	Professional Research & Reporting	3	0	0	3
MAT	115	Mathematical Models or	2	2	0	3
MAT	140	Survey of Mathematics	(3	0	0	3)
POL	130	State & Local Government	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3

Total General Education Required Hours 19

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3
CJC	111	Introduction to Criminal Justice	3	0	0	3
CJC	112	Criminology	3	0	0	3
CJC	113	Juvenile Justice	3	0	0	3
CJC	121	Law Enforcement Operations or	3	0	0	3
COE	111**	Co-op Work Experience I and	0	0	10	(1)
COE	115**	Work Experience Seminar I	1	0	0	(1)
CJC	131	Criminal Law	3	0	0	3
CJC	132	Court Procedure & Evidence	3	0	0	3
CJC	141	Corrections	3	0	0	3
CJC	212	Ethics & Community Relations	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
CJC	223	Organized Crime	3	0	0	3
CJC	231	Constitutional Law	3	0	0	3
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		CJC Elective #1**				3
		CJC Elective #2**				2-3
		Major Electives***				2-3

Total Major Required Hours 49-52

***CJC Elective #1—Select 3 credits*

***CJC Elective #2—Select 2-3 credits*

CJC	120	Interviews/Interrogations	2
CJC	122	Community Policing	3
CJC	151	Introduction to Loss Prevention	3
CJC	160	Terrorism: Underlying Issues	3
CJC	225	Crisis Intervention	3
CJC	255	Issues in Criminal Justice Application	3

***Major Electives

Select 2-3 credits

BIO	111	General Biology I	4
COE	112, 121	Cooperative Education	1-2
HEA	112	First Aid & CPR	2
PSY	281	Abnormal Psychology	3
SOC	210	Introduction to Sociology	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Total Credit Hours Required for A.A.S. Degree..... 68-71

Suggested Curriculum by Semesters

First Year

Fall Semester

CJC	111	3
CJC	112	3
CJC	131	3
ENG	111	3
ENG	111A	1
POL	120	3
PSY	150	3
		19

Spring Semester

CJC	113	3
CJC	132	3
CJC	141	3
CJC	231	3
ENG	114	3
POL	130	3
		18

Second Year

Fall Semester

CJC	212	3
CJC	221	4
CJC	223	3
MAT	115 or	
MAT	140	3
Humanities/Fine Arts		3
		16

Spring Semester

CIS	110	3
CJC	121 or	3
COE	111 and	(1)
COE	115	(1)
COM	120	3
CJC	Elective #1	3
CJC	Elective #2	2-3
Major Electives		2-3
		15-18

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Students successfully completing a Basic Law Enforcement Training Course accredited by the North Carolina Criminal Justice Education and Training Standards Commission may receive credit for the following courses: CJC-120, CJC-131, CJC-132, CJC-221, CJC-225, CJC-231, for a total of 18 semester hours that may be counted toward the Associate in Applied Science degree in Criminal Justice Technology. To qualify, students must have successfully passed the Criminal Justice Commission’s comprehensive certification exam and must have completed BLET since 1985.

Dietetic Technician

A.A.S Degree [A45310]

Curriculum Description:

The Dietetic Technician program prepares individuals to promote optimal health through proper nutrition by providing personalized services to meet client’s needs, and ensure balanced diets. Dietetic technicians work under the supervision of a registered, licensed dietitian.

Course work includes content related to food, nutrition, communication, and management. The physical, biological, behavioral, and social sciences support these areas.

Employment opportunities include childcare centers, hospitals, correctional centers, public health agencies, retirement centers, rehabilitation centers, hospices, clinics, nursing homes, home care programs, or medical offices.

Dietetic Technician is an associate degree program offered in conjunction with Gaston College who awards the degree. Students may take courses marked with an asterisk () at Mitchell Community College. All DET courses are offered online through Gaston College.*

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
*BIO	163	Basic Anatomy & Physiology	4	2	0	5
*ENG	111	Expository Writing	3	0	0	3
*ENG	111A	Expository Writing Lab	0	2	0	1
*ENG	114	Professional Research & Reporting	3	0	0	3
*PSY	150	General Psychology	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
		Math Elective***				3-4

Total General Education Required Hours 21-22

Major Required Courses

*BIO	275	Microbiology	3	3	0	4
*CHM	131	Introduction to Chemistry	3	0	0	3
*CHM	131A	Introduction to Chemistry Lab	0	3	0	1
*CHM	132	Organic and Biochemistry	3	3	0	4
*COE	111	Co-op Work Experience I	0	0	10	1
DET	110	Dietetic Technician I	6	0	6	8
DET	115	Dietetic Technician II	2	0	0	2
DET	120	Dietetic Technician III	6	0	9	9
DET	210	Dietetic Technician IV	6	0	9	9
DET	220	Dietetic Technician V	6	0	12	10
DET	225	Dietetic Technician VI	2	0	0	2
*PSY	241	Developmental Psychology	3	0	0	3

Total Major Required Hours 56

Total Credit Hours Required for A.A.S. Degree..... 77-78

***Math Elective

Select 3-4 credits
(*Electives offered at Mitchell)

MAT 110	3
MAT 120	3
*MAT 121	3
*MAT 122	3
MAT 145	3
*MAT 151	3
*MAT 151A	1
*MAT 161	3
*MAT 162	3
MAT 165	3
*MAT 171	3
*MAT 171A	1
*MAT 172	3
*MAT 172A	1
*MAT 175	4
*MAT 271	4
*MAT 272	4
*MAT 273	4
*MAT 280	3
*MAT 285	3

Suggested Curriculum by Semesters

First Year
Fall Semester

*BIO 163	5
DET 110	8
*ENG 111	3
*ENG 111A	1
*PSY 150	<u>3</u>
	20

Spring Semester

*CHM 131	3
*CHM 131A	1
DET 115	2
DET 120	9
Math Elective	<u>3-4</u>
	18-19

Second Year
Fall Semester

*BIO 275	4
DET 210	9
*ENG 114	3
*PSY 241	3
CHM 132	<u>3</u>
	21

Spring Semester

COE 111	1
DET 220	10
DET 225	2
Humanities/Fine Arts	<u>3</u>
	16

Early Childhood Education

A.A.S. Degree [A55220]

Diploma Program [D55220]

Certificate Programs [C55220E & C55220P]

Curriculum Description:

The Early Childhood Education curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Course and Hour Requirements

					Class	Lab	Clinic/Exp	Credits
General Education Required Courses								
BIO	110	Principles of Biology or	3	3	0	4		
MAT	140	Survey of Mathematics	(3	0	0	3)		
*COM	120	Intro to Interpersonal Communication	3	0	0	3		
*ENG	111	Expository Writing	3	0	0	3		
*ENG	111A	Expository Writing Lab	0	2	0	1		
ENG	113	Literature-Based Research	3	0	0	3		
PSY	150	General Psychology	3	0	0	3		
		Humanities/Fine Arts Elective	3	0	0	3		
Total General Education Required Hours								19-20

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3		
*COE	111**	Co-op Work Experience I	0	0	10	1		
COE	115**	Work Experience Seminar I	1	0	0	1		
*EDU	119	Introduction to Early Childhood Education	4	0	0	4		
EDU	126	Early Childhood Seminar I	2	0	0	2		
*EDU	131	Children, Family, & Community	3	0	0	3		
*EDU	144	Child Development I	3	0	0	3		
*EDU	145	Child Development II	3	0	0	3		
*EDU	146	Child Guidance	3	0	0	3		
*EDU	151	Creative Activities	3	0	0	3		
*EDU	153	Health, Safety, & Nutrition	3	0	0	3		
*EDU	221	Children with Exceptionalities	3	0	0	3		
*EDU	252	Math & Science Activities	3	0	0	3		
EDU	259	Curriculum Planning	3	0	0	3		
EDU	271	Educational Technology	2	2	0	3		
*EDU	280	Language & Literacy Experiences	3	0	0	3		
SOC	213	Sociology of the Family	3	0	0	3		
		Major Electives***				4		
Total Major Required Hours								51

***Major Electives

Select 4 credits

BUS	230	Small Business Management	3
EDU	152	Music, Movement, & Language	3
EDU	234	Infants, Toddlers, & Twos	3
EDU	235	School-Age Development & Programs	2
EDU	250	PRAXIS I Preparation	1
EDU	261	Early Childhood Administration I	3
EDU	262	Early Childhood Administration II	3
EDU	282	Early Childhood Literature	3
EDU	288	Advanced Issues/Early Childhood Education	2
SPA	120	Spanish for the Workplace	3

Total Credit Hours Required for A.A.S. Degree..... 70-71

Total Credit Hours Required for Diploma Program 39

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Suggested Curriculum by Semesters

First Year			Second Year	Credits
Fall Semester			Fall Semester	
BIO	110 or	Credits 4 (3)	EDU 145	3
MAT	140		EDU 271	3
EDU	119	4	EDU 280	3
EDU	146	3	SOC 213	3
ENG	111	3	Humanities/Fine Arts	<u>3</u>
ENG	111A	<u>1</u>		15
		14-15	Spring Semester	
Spring Semester			EDU 126	2
CIS	110	3	EDU 221	3
COE	111	1	EDU 252	3
COE	115	1	EDU 259	3
EDU	144	3	Major Electives	<u>4</u>
EDU	151	3		15
EDU	153	3		
ENG	113	<u>3</u>		
		17		
Summer Semester				
COM	120	3		
EDU	131	3		
PSY	150	<u>3</u>		
		9		

Certificate Options

			Class	Lab	Clinic/Exp	Credits
Early Childhood Education Certificate [C55220E]						
EDU	119	Introduction to Early Child Education	4	0	0	4
EDU	146	Child Guidance	3	0	0	3
EDU	151	Creative Activities	3	0	0	3
		Major Electives***				6
Total Credit Hours Required for Certificate Program.....						16

Parent Educator’s Certificate [C55220P]

EDU	131	Children, Family, & Community	3	0	0	3
EDU	144	Child Development I	3	0	0	3
EDU	145	Child Development II	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	234	Infants, Toddlers, & Twos	3	0	0	3
EDU	288	Advanced Issues/Early Childhood Education	2	0	0	2
Total Credit Hours Required for Certificate Program.....						17

Early Childhood—Special Education

A.A.S. Degree [A5522A]

Curriculum Description:

Special Education is a concentration under the curriculum title of Early Childhood Education. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development, physical/nutritional needs of children, care and guidance of children, and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
BIO	110	Principles of Biology or	3	3	0	4
MAT	140	Survey of Mathematics	(3	0	0	3)
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
ENG	113	Literature-Based Research	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
Total General Education Required Hours						19-20

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
EDU	119	Introduction to Early Childhood Education	4	0	0	4
EDU	131	Children, Family, & Community	3	0	0	3
EDU	144	Child Development I	3	0	0	3
EDU	145	Child Development II	3	0	0	3
EDU	146	Child Guidance	3	0	0	3

EDU	147	Behavior Disorders	3	0	0	3
EDU	148	Learning Disabilities	4	2	0	5
EDU	151	Creative Activities	3	0	0	3
EDU	153	Health, Safety, & Nutrition	3	0	0	3
EDU	221	Children with Exceptionalities	3	0	0	3
EDU	247	Physical Disabilities	3	0	0	3
EDU	248	Mental Retardation	2	2	0	3
EDU	271	Educational Technology	2	2	0	3
EDU	280	Language & Literacy Experiences	3	0	0	3
		Major Electives***				4
Total Major Required Hours						54

***Major Electives

Select 4 credits

COE	121	Co-op Work Experience II	1
EDU	235	School-Age Development & Programs	2
SOC	210	Introduction to Sociology	3
SPA	120	Spanish for the Workplace	3

Total Credit Hours Required for A.A.S. Degree..... 73-74

***COE 111 and COE 115 should be taken sometime in the students program of study after the completion of a minimum of 12 core semester hours.*

Suggested Curriculum by Semesters

First Year

Fall Semester		Credits
BIO	110 or	4
MAT	140	(3)
EDU	119	4
EDU	144	3
EDU	146	3
ENG	111	3
ENG	111A	<u>1</u>
		17-18

Spring Semester

CIS	110	3
EDU	145	3
EDU	147	3
EDU	151	3
EDU	153	3
ENG	113	<u>3</u>
		18

Summer Semester

COM	120	3
EDU	131	3
PSY	150	<u>3</u>
		9

Second Year

Fall Semester		Credits
COE	111	1
COE	115	1
EDU	148	5
EDU	221	3
EDU	247	3
Humanities/Fine Arts		<u>3</u>
		16
Spring Semester		
EDU	248	3
EDU	271	3
EDU	280	3
Major Electives		<u>4</u>
		13

Early Childhood—Teacher Associate

A.A.S. Degree [A5522B]

Curriculum Description:

Teacher Associate is a concentration under the curriculum title of Early Childhood Education. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
BIO	110	Principles of Biology or	3	3	0	4
MAT	140	Survey of Mathematics	(3	0	0	3)
COM	120	Intro to Interpersonal Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
ENG	113	Literature-Based Research	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3

Total General Education Required Hours 19-20

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
COE	121**	Co-op Work Experience II	0	0	10	1
EDU	118	Teacher Associate Principles & Practices	3	0	0	3
EDU	119	Introduction to Early Childhood Education	4	0	0	4
EDU	131	Children, Family, & Community	3	0	0	3
EDU	144	Child Development I	3	0	0	3
EDU	145	Child Development II	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	151	Creative Activities	3	0	0	3
EDU	153	Health, Safety, & Nutrition	3	0	0	3
EDU	186	Reading & Writing Methods	3	0	0	3
EDU	221	Children with Exceptionalities	3	0	0	3
EDU	235	School-Age Development & Programs	2	0	0	2
EDU	259	Curriculum Planning	3	0	0	3
EDU	271	Educational Technology	2	2	0	3
EDU	275	Effective Teaching Training	2	0	0	2
EDU	280	Language & Literacy Experiences	3	0	0	3
EDU	285	Internship Experiences-School Age	1	0	0	1
		Major Electives***				4

Total Major Required Hours 55

***Major Electives

Select 4 credits

EDU	250	PRAXIS I Preparation	1
EDU	254	Music & Movement for Children	2
EDU	282	Early Childhood Literature	3
SOC	210	Introduction to Sociology	3
SOC	220	Social Problems	3
SPA	120	Spanish for the Workplace	3

Total Credit Hours Required for A.A.S. Degree..... 74-75

**COE 111, COE 115 and COE 121 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Suggested Curriculum By Semesters

First Year

Fall Semester

BIO	110 or	4
MAT	140	(3)
EDU	118	3
EDU	119	4
EDU	146	3
ENG	111	3
ENG	111A	<u>1</u>
		17-18

Spring Semester

CIS	110	3
COE	111	1
COE	115	1
EDU	144	3
EDU	151	3
ENG	113	<u>3</u>
		14

Summer Semester

COM	120	3
EDU	131	3
PSY	150	<u>3</u>
		9

Second Year

Fall Semester

EDU	145	3
EDU	153	3
EDU	186	3
EDU	271	3
EDU	280	3
Humanities/Fine Arts		<u>3</u>
		18

Spring Semester

COE	121	1
EDU	221	3
EDU	235	2
EDU	259	3
EDU	275	2
EDU	285	1
Major Electives		<u>4</u>
		16

Electrical/Electronics Technology

Diploma Program [D35220]

Certificate Programs [C35220C & C35220E]

Curriculum Description

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Course work, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, electronics, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

Course and Hour Requirements

		Class	Lab	Clinic/Exp	Credits
General Education Required Courses					
COM 110	Introduction to Communication	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
Total General Education Required Hours					6

Major Required Courses

COE 111**	Co-op Work Experience I	0	0	10	1
COE 115**	Work Experience Seminar I	1	0	0	1
ELC 113	Basic Wiring I	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 119	NEC Calculations	1	2	0	2
ELC 128	Introduction to PLC	2	3	0	3
ELC 131	DC/AC Circuit Analysis	4	3	0	5
ELC 229	Applications Project	1	3	0	2
ELN 131	Semiconductor Applications	3	3	0	4
Total Major Required Hours					30

Total Credit Hours Required for Diploma Program 36

Suggested Curriculum By Semesters

This program is offered as an evening-only option.

		Second Year		Credits
		Fall Semester		
		ELC 115		4
		ELC 117		<u>4</u>
				8
First Year		Spring Semester		
Fall Semester				
COM 110	3	COE 111		1
ELC 131AB	2.50	COE 115		1
MAT 121	<u>3</u>	ELC 128		3
	8.50	ELC 229		2
		ELN 131		<u>4</u>
				11
Spring Semester				
ELC 113	4			
ELC 119	2			
ELC 131BB	<u>2.50</u>			
	8.50			

***COE 111 and COE 115 should be taken sometime in the students program of study after the completion of a minimum of 12 core semester hours.*

Certificate Options

					Class	Lab	Clinic/Exp	Credits
Industrial Controls Certificate [C35220C]								
ELC	113	Basic Wiring I			2	6	0	4
ELC	117	Motors and Controls			2	6	0	4
ELC	128	Introduction to PLC			2	3	0	3
ELC	131	DC/AC Circuit Analysis			4	3	0	5
ELC	229	Applications Project			1	3	0	2
Total Credit Hours Required for Certificate Program.....								18

Electrical Wiring Certificate [C35220E]

ELC	113	Basic Wiring I	2	6	0	4
ELC	115	Industrial Wiring	2	6	0	4
ELC	119	NEC Calculations	1	2	0	2
ELC	131	DC/AC Circuit Analysis	4	3	0	5
Total Credit Hours Required for Certificate Program.....						15

Electronics Engineering Technology

A.A.S. Degree [A40200]

Diploma Program [D40200]

Certificate Programs [C40200C, C40200D, C40200E, & C40200U]

Curriculum Description:

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student’s ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Course and Hour Requirements

					Class	Lab	Clinic/Exp	Credits
General Education Required Courses								
COM	120	Intro to Interpersonal Communication	3	0	0	3		
*ENG	111	Expository Writing	3	0	0	3		
*ENG	111A	Expository Writing Lab	0	2	0	1		
*MAT	121	Algebra/Trigonometry I	2	2	0	3		
		Humanities/Fine Arts Elective	3	0	0	3		
		Social/Behavioral Sciences Elective	3	0	0	3		
Total General Education Required Hours							16	

Major Required Courses

CET	111	Computer Upgrade/Repair I			2	3	0	3
CET	211	Computer Upgrade/Repair II			2	3	0	3
*CIS	110	Introduction to Computers			2	2	0	3
*COE	111**	Co-op Work Experience I			0	0	10	1
*COE	115**	Work Experience Seminar I			1	0	0	1

*ELC	128	Introduction to PLC	2	3	0	3
*ELC	131	DC/AC Circuit Analysis	4	3	0	5
*ELN	131	Semiconductor Applications	3	3	0	4
*ELN	132	Linear IC Applications	3	3	0	4
*ELN	133	Digital Electronics	3	3	0	4
*ELN	232	Introduction to Microprocessors	3	3	0	4
ELN	234	Communication Systems	3	3	0	4
MAT	122	Algebra/Trigonometry II	2	2	0	3
PHY	131	Physics-Mechanics	3	2	0	4
*		Major Electives***				3
Total Major Required Hours						49

***Major Electives

Select 3 credits

COE	112, 121, 131	Cooperative Education	1-3
DFT	151	CAD I	3
ELC	113	Basic Wiring I	4
HYD	110	Hydraulics/Pneumatics I	3
MEC	161	Manufacturing Processes I	3
NET	110	Networking Concepts	3
NOS	110	Operating System Concepts	3

Total Credit Hours Required for A.A.S. Degree.....	65
Total Credit Hours Required for Diploma Program	39

Suggested Curriculum by Semesters

Applies to day offerings

First Year

Fall Semester		Credits
CET	111	3
CIS	110	3
COM	120	3
ELC	131	5
MAT	121	<u>3</u>
		17

Spring Semester

CET	211	3
ELN	131	4
ELN	133	4
MAT	122	<u>3</u>
		14

Summer Semester

ENG	111	3
ENG	111A	1
Social/Behavioral Sciences		<u>3</u>
		7

Second Year

Fall Semester		Credits
ELC	128	3
ELN	132	4
ELN	232	4
Humanities/Fine Arts		<u>3</u>
		14
Spring Semester		
COE	111	1
COE	115	1
ELN	234	4
PHY	131	4
Major Elective		<u>3</u>
		13

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Certificate Options

					Class	Lab	Clinic/Exp	Credits
Communication Certificate [C40200C]								
ELC	131	DC/AC Circuit Analysis			4	3	0	5
ELN	131	Semiconductor Applications			3	3	0	4
ELN	132	Linear IC Applications			3	3	0	4
ELN	234	Communication Systems			3	3	0	4
Total Credit Hours Required for Certificate Program.....								17

Digital Microprocessors Certificate [C40200D]								
CIS	110	Introduction to Computers			2	2	0	3
ELC	131	DC/AC Circuit Analysis			4	3	0	5
ELN	133	Digital Electronics			3	3	0	4
ELN	232	Introduction to Microprocessors			3	3	0	4
Total Credit Hours Required for Certificate Program.....								16

Electronic Devices Certificate [C40200E]								
CIS	110	Introduction to Computers			2	2	0	3
ELC	131	DC/AC Circuit Analysis			4	3	0	5
ELN	131	Semiconductor Applications			3	3	0	4
ELN	132	Linear IC Applications			3	3	0	4
Total Credit Hours Required for Certificate Program.....								16

Computer Upgrade/Repair Certificate [C40200U]								
CET	111	Computer Upgrade/Repair I			2	3	0	3
CET	211	Computer Upgrade/Repair II			2	3	0	3
CIS	110	Introduction to Computers			2	2	0	3
NOS	110	Operating System Concepts			2	3	0	3
Total Credit Hours Required for Certificate Program.....								12

Esthetics Technology

Certificate Program [C55230]

Curriculum Description:

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

					Class	Lab	Clinic/Exp	Credits
Course and Hour Requirements								
General Education Required Courses								
None								
Major Required Courses								
COS	119	Esthetics Concepts I			2	0	0	2
COS	120	Esthetics Salon I			0	18	0	6
COS	125	Esthetics Concepts II			2	0	0	2
COS	126	Esthetics Salon II			0	18	0	6
Total Major Required Hours								16

Total Credit Hours Required for Certificate Program.....								16
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Suggested Curriculum by Semesters		Spring Semester	
		COS 125	2
		COS 126	6
			8
Fall Semester	Credits		
COS 119	2		
COS 120	6		
	8		

Fire Protection Technology

A.A.S. Degree [A55240]

Curriculum Description:

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law, and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organizations.

Fire Protection Technology is an associate degree program offered in conjunction with Catawba Valley Community College who awards the degree. Students may take courses marked with an asterisk () at Mitchell Community College. All other courses must be taken at Catawba Valley Community College.*

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits
General Education Required Courses				
*COM 231 Public Speaking	3	0	0	3
*ENG 111 Expository Writing	3	0	0	3
*ENG 111A Expository Writing Lab	0	2	0	1
*ENG 114 Professional Research & Reporting	3	0	0	3
*MAT 115 Mathematical Models	2	2	0	3
*PSY 150 General Psychology	3	0	0	3
Humanities/Fine Arts Elective	3	0	0	3
Total General Education Required Hours				19

Major Required Courses

*ACA 111 College Student Success	1	0	0	1
*CIS 110 Introduction to Computers	2	2	0	3
FIP 120 Introduction to Fire Protection	3	0	0	3
FIP 124 Fire Prevention & Public Education	3	0	0	3
FIP 128 Detection & Investigation	3	0	0	3
FIP 132 Building Construction	3	0	0	3
FIP 136 Inspections & Codes	3	0	0	3
FIP 144 Sprinklers & Auto Alarms	2	2	0	3
FIP 148 Fixed & Portable Extinguishing Systems	2	2	0	3
FIP 152 Fire Protection Law	3	0	0	3
FIP 220 Fire Fighting Strategies	3	0	0	3
FIP 224 Instructional Methodology	4	0	0	4
FIP 230 Chemistry of Hazardous Materials I	5	0	0	5
FIP 232 Hydraulics & Water Distribution	2	2	0	3
FIP 236 Emergency Management	3	0	0	3
FIP 248 Fire Service Personnel Administration	3	0	0	3
FIP 264 Flame Propagation & Materials Rating	1	4	0	3
FIP 276 Managing Fire Services	3	0	0	3
Total Major Required Hours				55
Total Credit Hours Required for A.A.S. Degree.....				74

Suggested Curriculum for Fire Protection Courses by Semester

First Year		Second Year		Credits
Fall Semester		Fall Semester		
FIP	120	FIP	132	3
FIP	124	FIP	148	3
FIP	220	FIP	236	3
Spring Semester		Spring Semester		
FIP	144	FIP	230	5
FIP	152	FIP	248	3
FIP	224	FIP	264	3
Summer Semester		Summer Semester		
FIP	136	FIP	128	3
FIP	276	FIP	232	3

General Occupational Technology

A.A.S. Degree [A55280]

Diploma Program [D55280]

Curriculum Description:

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

A.A.S. General Education Core 15-16 SHC

Diploma General Education Core 6-7 SHC

A.A.S. programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 3 semester hours of communications. Choose from the following to fulfill requirement:

COM	110	Introduction to Communication	3
COM	120	Intro to Interpersonal Communication	3
COM	231	Public Speaking	3
ENG	111	Expository Writing	3
ENG	111A	Expository Writing Lab	1
ENG	113	Literature-Based Research	3
ENG	114	Professional Research & Reporting	3

For the Degree program choose at least one course from each of the following categories. For the diploma program choose one course from any of the following categories.

Humanities/Fines Art Courses

ART	111	Art Appreciation	3
ART	114	Art History Survey I	3
ART	115	Art History Survey II	3
DRA	111	Theatre Appreciation	3
DRA	124	Readers Theatre	3
DRA	130	Acting I	3
ENG	125	Creative Writing I	3
ENG	231	American Literature I	3

ENG	232	American Literature II	3
ENG	233	Major American Writers	3
ENG	241	British Literature I	3
ENG	242	British Literature II	3
ENG	251	Western World Literature I	3
ENG	252	Western World Literature II	3
HUM	120	Cultural Studies	3
HUM	150	American Women's Studies	3
HUM	160	Introduction to Film	3
HUM	170	The Holocaust	3
HUM	220	Human Values and Meaning	3
MUS	110	Music Appreciation	3
PHI	215	Philosophical Issues	3
PHI	240	Introduction to Ethics	3
REL	110	World Religions	3
REL	211	Introduction to Old Testament	3
REL	212	Introduction to New Testament	3

Social/Behavioral Sciences Courses

ANT	210	General Anthropology	3
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
GEO	111	World Regional Geography	3
GEO	112	Cultural Geography	3
GEO	113	Economic Geography	3
GEO	130	General Physical Geography	3
HIS	121	Western Civilization I	3
HIS	122	Western Civilization II	3
HIS	131	American History I	3
HIS	132	American History II	3
HIS	215	Nineteenth-Century Europe	3
HIS	216	Twentieth-Century Europe	3
HIS	226	The Civil War	3
HIS	231	Recent American History	3
POL	120	American Government	3
POL	130	State & Local Government	3
POL	210	Comparative Government	3
POL	220	International Relations	3
PSY	118	Interpersonal Psychology	3
PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3
SOC	213	Sociology of the Family	3
SOC	220	Social Problems	3
SOC	225	Social Diversity	3

Natural Sciences/Mathematics Courses

BIO	110	Principles of Biology	4
BIO	111	General Biology I	4
CHM	131	Introduction to Chemistry	3
CHM	131A	Introduction to Chemistry Lab	1
CHM	151	General Chemistry I	4
CIS	110	Introduction to Computers	3
MAT	115	Mathematical Models	3
MAT	121	Algebra/Trigonometry I	3
MAT	140	Survey of Mathematics	3
MAT	161	College Algebra	3
MAT	175	Precalculus	4
PHY	110	Conceptual Physics	3
PHY	110A	Conceptual Physics Lab	1

Total Major Hours Required for A.A.S.	49 SHC
Total Major Hours Required for Diploma	30 SHC

Other required hours may be chosen from courses listed below or unselected general education core courses offered in this program.

ACA	111	College Student Success	1
ACC	115	College Accounting	4
ACC	120	Principles of Financial Accounting	4
ACC	121	Principles of Managerial Accounting	4
ACC	122	Principles of Financial Accounting II	3
ACC	129	Individual Income Taxes	3
ACC	130	Business Income Taxes	3
ACC	140	Payroll Accounting	2
ACC	150	Accounting Software Applications	2
ACC	220	Intermediate Accounting I	4
ACC	227	Practices in Accounting	3
ACC	240	Gov. & Not-for-Profit Accounting	3
AHR	110	Introduction to Refrigeration	5
AHR	111	HVACR Electricity	3
AHR	112	Heating Technology	4
AHR	113	Comfort Cooling	4
AHR	114	Heat Pump Technology	4
AHR	133	HVAC Servicing	4
AHR	151	HVAC Duct Systems I	2
AHR	180	HVACR Customer Relations	1
AHR	211	Residential System Design	3
ART	121	Design I	3
ART	122	Design II	3
ART	131	Drawing I	3
ART	132	Drawing II	3
ART	135	Figure Drawing I	3
ART	171	Computer Art I	3
ART	231	Printmaking I	3
ART	240	Painting I	3
ART	241	Painting II	3
ART	244	Watercolor	3
ART	261	Photography I	3
ART	262	Photography II	3
ART	271	Computer Art II	3
ART	281	Sculpture I	3
ART	282	Sculpture II	3
ART	283	Ceramics I	3
ART	284	Ceramics II	3
ART	288	Studio	3
ASL	111	Elementary ASL I	3
ASL	112	Elementary ASL II	3
ASL	211	Intermediate ASL I	3
ASL	212	Intermediate ASL II	3
AST	111	Descriptive Astronomy	3
AST	111A	Descriptive Astronomy Lab	1
BIO	112	General Biology II	4
BIO	120	Introductory Botany	4
BIO	130	Introductory Zoology	4
BIO	155	Nutrition	3
BIO	163	Basic Anatomy & Physiology	5
BIO	168	Anatomy and Physiology I	4
BIO	169	Anatomy and Physiology II	4
BIO	250	Genetics	4
BIO	275	Microbiology	4
BUS	110	Introduction to Business	3
BUS	115	Business Law I	3
BUS	121	Business Math	3
BUS	135	Principles of Supervision	3
BUS	137	Principles of Management	3
BUS	153	Human Resource Management	3
BUS	230	Small Business Management	3

BUS	253	Leadership and Management Skills	3
BUS	260	Business Communication	3
BUS	270	Professional Development	3
CET	111	Computer Upgrade/Repair I	3
CET	211	Computer Upgrade/Repair II	3
CHM	132	Organic and Biochemistry	4
CHM	152	General Chemistry II	4
CHM	251	Organic Chemistry I	4
CHM	252	Organic Chemistry II	4
CIS	115	Intro. to Programming & Logic	3
CJC	100	Basic Law Enforcement Training	19
CJC	111	Introduction to Criminal Justice	3
CJC	112	Criminology	3
CJC	113	Juvenile Justice	3
CJC	120	Interviews/Interrogations	2
CJC	121	Law Enforcement Operations	3
CJC	122	Community Policing	3
CJC	131	Criminal Law	3
CJC	132	Court Procedure & Evidence	3
CJC	141	Corrections	3
CJC	151	Introduction to Loss Prevention	3
CJC	160	Terrorism: Underlying Issues	3
CJC	212	Ethics & Community Relations	3
CJC	221	Investigative Principles	4
CJC	223	Organized Crime	3
CJC	225	Crisis Intervention	3
CJC	231	Constitutional Law	3
CJC	255	Issues in Criminal Justice Application	3
COE	111	Co-op Work Experience I	1
COE	112	Co-op Work Experience I	2
COE	115	Work Experience Seminar I	1
COE	121	Co-op Work Experience II	1
COE	131	Co-op Work Experience III	1
COS	111	Cosmetology Concepts I	4
COS	112	Salon I	8
COS	113	Cosmetology Concepts II	4
COS	114	Salon II	8
COS	115	Cosmetology Concepts III	4
COS	116	Salon III	4
COS	117	Cosmetology Concepts IV	2
COS	118	Salon IV	7
COS	119	Esthetics Concepts I	2
COS	120	Esthetics Salon I	6
COS	121	Manicure/Nail Technology I	6
COS	125	Esthetics Concepts II	2
COS	126	Esthetics Salon II	6
COS	222	Manicure/Nail Technology II	6
COS	271	Instructor Concepts I	5
COS	272	Instructor Practicum I	7
COS	273	Instructor Concepts II	5
COS	274	Instructor Practicum II	7
CSC	134	C++ Programming	3
CSC	139	Visual BASIC Programming	3
CSC	142	Visual COBOL Programming	3
CSC	151	JAVA Programming	3
CSC	234	Advanced C++ Programming	3
CSC	239	Advanced Visual BASIC Programming	3
CSC	242	Adv. Visual COBOL Programming	3
CSC	251	Advanced JAVA Programming	3
CSC	289	Programming Capstone Project	3
CTS	120	Hardware/Software Support	3
CTS	130	Spreadsheet	3
CTS	230	Advanced Spreadsheet	3
CTS	285	Systems Analysis & Design	3

CTS	289	System Support Project	3	GER	112	Elementary German II	3
DBA	110	Database Concepts	3	GER	211	Intermediate German I	3
DBA	115	Database Applications	3	GER	212	Intermediate German II	3
DDF	252	Advanced Solid Modeling	3	GRO	120	Gerontology	3
DDT	110	Developmental Disabilities	3	HEA	110	Personal Health/Wellness	3
DFT	111	Technical Drafting I	2	HEA	112	First Aid & CPR	2
DFT	151	CAD I	3	HEA	120	Community Health	3
DFT	152	CAD II	3	HIS	236	North Carolina History	3
DFT	153	CAD III	3	HSE	110	Introduction to Human Services	3
DFT	211	Gears, Cams, & Pulleys	2	HSE	112	Group Process I	2
DRA	131	Acting II	3	HSE	123	Interviewing Techniques	3
EDU	118	Teacher Assoc. Principles & Practices	3	HSE	125	Counseling	3
EDU	119	Intro. to Early Childhood Education	4	HSE	210	Human Services Issues	2
EDU	126	Early Childhood Seminar I	2	HSE	220	Case Management	3
EDU	131	Children, Family, & Community	3	HSE	225	Crisis Intervention	3
EDU	144	Child Development I	3	HSE	227	Children & Adolescents in Crisis	3
EDU	145	Child Development II	3	HSE	240	Issues in Client Services	3
EDU	146	Child Guidance	3	HUM	115	Critical Thinking	3
EDU	147	Behavior Disorders	3	HYD	110	Hydraulics/Pneumatics I	3
EDU	148	Learning Disabilities	5	ISC	112	Industrial Safety	2
EDU	151	Creative Activities	3	MAC	122	CNC Turning	2
EDU	152	Music, Movement, & Language	3	MAC	124	CNC Milling	2
EDU	153	Health, Safety, & Nutrition	3	MAC	232	CNC Graphics Programming: Milling	3
EDU	163	Classroom Man. & Instructional Tech.	3	MAT	122	Algebra/Trigonometry II	3
EDU	186	Reading & Writing Methods	3	MAT	151	Statistics I	3
EDU	221	Children with Exceptionalities	3	MAT	151A	Statistics I Lab	1
EDU	234	Infants, Toddlers, & Twos	3	MAT	162	College Trigonometry	3
EDU	235	School-Age Development & Programs	2	MAT	171	Precalculus Algebra	3
EDU	243	Learning Theory	3	MAT	171A	Precalculus Algebra Lab	1
EDU	244	Human Growth/Development	3	MAT	172	Precalculus Trigonometry	3
EDU	245	Policies and Procedures	3	MAT	172A	Precalculus Trigonometry Lab	1
EDU	247	Physical Disabilities	3	MAT	263	Brief Calculus	3
EDU	248	Mental Retardation	3	MAT	271	Calculus I	4
EDU	250	PRAXIS I Preparation	1	MAT	272	Calculus II	4
EDU	252	Math & Science Activities	3	MAT	273	Calculus III	4
EDU	254	Music & Movement for Children	2	MAT	280	Linear Algebra	3
EDU	259	Curriculum Planning	3	MAT	285	Differential Equations	3
EDU	261	Early Childhood Administration I	3	MEC	110	Introduction to CAD/CAM	2
EDU	262	Early Childhood Administration II	3	MEC	111	Machine Processes I	3
EDU	271	Educational Technology	3	MEC	161	Manufacturing Processes I	3
EDU	275	Effective Teacher Training	2	MEC	180	Engineering Materials	3
EDU	280	Language & Literacy Experiences	3	MEC	250	Statics & Strength of Materials	5
EDU	282	Early Childhood Literature	3	MED	110	Orientation to Medical Assisting	1
EDU	285	Internship Experiences-School Age	1	MED	118	Medical Law and Ethics	2
EDU	288	Adv. Issues/Early Childhood Ed.	2	MED	121	Medical Terminology I	3
ELC	113	Basic Wiring I	4	MED	122	Medical Terminology II	3
ELC	115	Industrial Wiring	4	MED	130	Administrative Office Procedures I	2
ELC	117	Motors and Controls	4	MED	131	Administrative Office Procedures II	2
ELC	119	NEC Calculations	2	MED	140	Exam Room Procedures I	5
ELC	128	Introduction to PLC	3	MED	150	Laboratory Procedures I	5
ELC	131	DC/AC Circuit Analysis	5	MED	183	Electronic Medical Records I	5
ELC	229	Applications Project	2	MED	184	Electronic Medical Records II	4
ELN	131	Semiconductor Applications	4	MED	232	Medical Insurance Coding	2
ELN	132	Linear IC Applications	4	MED	260	MED Clinical Externship	5
ELN	133	Digital Electronics	4	MED	270	Symptomatology	3
ELN	232	Introduction to Microprocessors	4	MKT	120	Principles of Marketing	3
ELN	234	Communication Systems	4	MKT	121	Retailing	3
ENG	135	Introduction to Short Fiction	3	MKT	122	Visual Merchandising	3
FRE	111	Elementary French I	3	MKT	123	Fundamentals of Selling	3
FRE	112	Elementary French II	3	MKT	220	Advertising and Sales Promotion	3
FRE	211	Intermediate French I	3	MKT	225	Marketing Research	3
FRE	212	Intermediate French II	3	MKT	226	Retail Applications	3
GEO	131	Physical Geography I	4	MUS	111	Fundamentals of Music	3
GER	111	Elementary German I	3	MUS	112	Introduction to Jazz	3

MUS	121	Music Theory I	4	PED	131	Tennis-Intermediate	1
MUS	122	Music Theory II	4	PED	132	Racquetball-Beginning	1
MUS	131	Chorus I	1	PED	133	Racquetball-Intermediate	1
MUS	132	Chorus II	1	PED	137	Badminton	1
MUS	133	Band I	1	PED	139	Bowling-Beginning	1
MUS	134	Band II	1	PED	142	Lifetime Sports	1
MUS	135	Jazz Ensemble I	1	PED	143	Volleyball-Beginning	1
MUS	136	Jazz Ensemble II	1	PED	144	Volleyball-Intermediate	1
MUS	141	Ensemble I	1	PED	145	Basketball-Beginning	1
MUS	142	Ensemble II	1	PED	146	Basketball-Intermediate	1
MUS	151	Class Music I	1	PHI	230	Introduction to Logic	3
MUS	152	Class Music II	1	PHY	131	Physics-Mechanics	4
MUS	161	Applied Music I	2	PHY	151	College Physics I	4
MUS	162	Applied Music II	2	PHY	152	College Physics II	4
MUS	210	History of Rock Music	3	PHY	251	General Physics I	4
MUS	211	History of Country Music	3	PHY	252	General Physics II	4
MUS	221	Music Theory III	4	PSY	241	Developmental Psychology	3
MUS	222	Music Theory IV	4	PSY	246	Adolescent Psychology	3
MUS	231	Chorus III	1	PSY	263	Educational Psychology	3
MUS	232	Chorus IV	1	PSY	265	Behavioral Modification	3
MUS	233	Band III	1	PSY	281	Abnormal Psychology	3
MUS	234	Band IV	1	SAB	110	Substance Abuse Overview	3
MUS	235	Jazz Ensemble III	1	SEC	110	Security Concepts	3
MUS	236	Jazz Ensemble IV	1	SPA	111	Elementary Spanish I	3
MUS	241	Ensemble III	1	SPA	112	Elementary Spanish II	3
MUS	242	Ensemble IV	1	SPA	120	Spanish for the Workplace	3
MUS	261	Applied Music III	2	SPA	211	Intermediate Spanish I	3
MUS	262	Applied Music IV	2	SPA	212	Intermediate Spanish II	3
MUS	271	Music History I	3	WEB	110	Internet/Web Fundamentals	3
MUS	272	Music History II	3	WEB	111	Introduction to Web Graphics	3
NAS	101	Nursing Assistant I	6	WEB	115	Web Markup and Scripting	3
NAS	102	Nursing Assistant II	6	WEB	120	Introduction to Internet Multimedia	3
NAS	103	Home Health Care	2	WEB	140	Web Development Tools	3
NAS	104	Home Health Clinical	1	WEB	210	Web Design	3
NET	110	Networking Concepts	3	WEB	230	Implementing Web Server	3
NOS	110	Operating System Concepts	3	WEB	250	Database Driven Websites	3
NOS	130	Windows Single User	3	WEB	260	E-Commerce Infrastructure	3
NOS	230	Windows Administration I	3				
NUR	115	Fundamentals of Nursing	5	Total Credit Hours Required			
NUR	117	Pharmacology	2	for A.A.S. Degree			
NUR	125	Maternal-Child Nursing	8	64-65			
NUR	133	Nursing Assessment	3	Total Credit Hours Required			
NUR	135	Adult Nursing I	9	for Diploma Program			
NUR	185	Mental Health Nursing	5	36-37			
NUR	235	Adult Nursing II	10				
OST	131	Keyboarding	2				
OST	134	Text Entry & Formatting	3				
OST	136	Word Processing	2				
OST	164	Text Editing Applications	3				
OST	181	Introduction to Office Systems	3				
OST	184	Records Management	2				
OST	236	Adv. Word/Information Processing	3				
OST	289	Office Systems Management	3				
PBT	100	Phlebotomy Technology	6				
PBT	101	Phlebotomy Practicum	3				
PED	110	Fit and Well for Life	2				
PED	111	Physical Fitness I	1				
PED	113	Aerobics I	1				
PED	114	Aerobics II	1				
PED	117	Weight Training I	1				
PED	121	Walk, Jog, Run	1				
PED	128	Golf-Beginning	1				
PED	129	Golf-Intermediate	1				
PED	130	Tennis-Beginning	1				

Human Services Technology

A.A.S. Degree [A45380]

Curriculum Description:

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Course and Hour Requirements

				Class	Lab	Clinic/Exp	Credits
General Education Required Courses							
BIO	110	Principles of Biology or		3	3	0	4
MAT	140	Survey of Mathematics or					
MAT	161	College Algebra	(3	0	0		3)
COM	120	Intro to Interpersonal Communication 3	0	0			3
ENG	111	Expository Writing	3	0	0		3
ENG	111A	Expository Writing Lab	0	2	0		1
ENG	114	Professional Research & Reporting	3	0	0		3
SOC	220	Social Problems	3	0	0		3
		Humanities/Fine Arts Elective	3	0	0		3
Total General Education Required Hours							19-20

Major Required Courses

ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
COE	121**	Co-op Work Experience II	0	0	10	1
DDT	110	Developmental Disabilities	3	0	0	3
GRO	120	Gerontology	3	0	0	3
HEA	112	First Aid & CPR	1	2	0	2
HSE	110	Introduction to Human Services	2	2	0	3
HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
HSE	210	Human Services Issues	2	0	0	2
HSE	220	Case Management	2	2	0	3
HSE	225	Crisis Intervention	3	0	0	3
HSE	227	Children & Adolescents in Crisis	3	0	0	3
HSE	240	Issues in Client Services	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
Total Major Required Hours						52

Total Credit Hours Required for A.A.S. Degree..... 71-72

Suggested Curriculum By Semesters

First Year				
Fall Semester		Credits		
ACA	111	1	COE 115	3
CIS	110	3	GRO 120	2
DDT	110	3	HEA 112	3
ENG	111	3	HSE 112	2
ENG	111A	1	HSE 227	3
HSE	110	3	SAB 110	<u>3</u>
PSY	150	<u>3</u>		15
		17		
Spring Semester			Spring Semester	
BIO	110 or	4	COE 121	1
MAT	140 or		HSE 210	2
MAT	161	(3)	HSE 220	3
ENG	114	3	HSE 225	3
HSE	123	3	HSE 240	3
HSE	125	3	SOC 213	<u>3</u>
SOC	220	<u>3</u>		15
		15-16		
Summer Semester			**COE 111, COE 115 and COE 121 should be taken during the program of study after the completion of a minimum of 12 core semester hours.	
COM	120	3		
PSY	281	3		
Humanities/Fine Arts		<u>3</u>		
		9		

Infant/Toddler Care

Certificate Program [C55290]

Curriculum Description:

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with young children under the supervision of qualified teachers.

Course work includes infant/toddler growth and development; physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with parents and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start programs, and other infant/toddler programs.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
None						
Major Required Courses						
EDU	119	Introduction to Early Child Education	4	0	0	4
EDU	131	Children, Family, & Community	3	0	0	3
EDU	144	Child Development I	3	0	0	3
EDU	153	Health, Safety, & Nutrition	3	0	0	3
EDU	234	Infants, Toddlers, & Twos	3	0	0	3
Total Major Required Hours						16
Total Credit Hours Required for Certificate Program.....						16

Lateral Entry

Certificate Program [C55430]

Curriculum Description

The Lateral Entry curriculum provides a course of study leading to the development of the general pedagogy competencies needed to become certified to teach by the North Carolina Department of Public Instruction.

Course work includes human growth and development, learning theory, instructional technology, school policies and procedures, home, school, and community collaborations, and classroom organization and management to enhance learning. Courses offered by partnering senior institutions include instructional methods, literacy, and diversity.

Graduates should meet the general pedagogy competencies within the first three years of teaching, including a minimum of six semester hours per school year. Additional requirements, such as pre-service training and passing the PRAXIS, are required for licensure.

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits
General Education Required Courses				
None				

Major Required Courses

EDU 131	Children, Family, & Community	3	0	0	3
EDU 163	Classroom Management & Instructional Tech	3	0	0	3
EDU 243	Learning Theory	3	0	0	3
EDU 244	Human Growth/Development	3	0	0	3
EDU 245	Policies and Procedures	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
Total Major Required Hours					18

Total Credit Hours Required for Certificate Program..... 18

Required subject areas:

9 SHC required courses from UNC-Charlotte (partnering institution) from the following:

EDUC 5100 Diverse Learners 3-0-3

READ 5255 Integrating Reading Across Content Areas 3-0-3

MDSK 5251 Teaching Science to Middle and Secondary School Learners or

ENGL 5254 Teaching English/Communication to Middle/Secondary School Learners or

MAED 5040 Teaching Math to Middle School Learners or

MAED 5070 Teaching Math to Secondary School Learners or

MDSK 5253 Teaching Social Science to Middle and Secondary Learners 3-0-3

Courses offered by partnering senior institution include instructional methods, literacy, and diversity.

Suggested Curriculum By Semester

Hybrid classes offered in Statesville

		Spring Semester		
		EDU 243		3
		EDU 244		<u>3</u>
				6
Fall Semester	Credits			
EDU 163	3	Summer Semester		
EDU 245	<u>3</u>	EDU 131		3
	6	EDU 271		<u>3</u>
				6

Manicuring/Nail Technology

Certificate Program [C55400]

Curriculum Description:

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

Course and Hour Requirements

					Class	Lab	Clinic/Exp	Credits
General Education Required Courses								
ACA	111	College Student Success			1	0	0	1
BUS	230	Small Business Management			3	0	0	3
Total General Education Required Hours								4

Major Required Courses

COS	121	Manicure/Nail Technology I			4	6	0	6
COS	222	Manicure/Nail Technology II			4	6	0	6
Total Major Required Hours								12

Total Credit Hours Required for Certificate Program..... 16

Suggested Curriculum By Semesters

Fall/Spring Semester			Credits
ACA	111		1
BUS	230		3
COS	121 (Fast Track)		6
COS	222 (Fast Track)		<u>6</u>
			16



Mechanical Engineering Technology

A.A.S. Degree [A40320]

Certificate Programs [C40320A, C40320C, C40320D, & C40320M]

Curriculum Description:

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Course and Hour Requirements

					Class	Lab	Clinic/Exp	Credits
General Education Required Courses								
COM	120	Intro to Interpersonal Communication	3	0	0	3		
ENG	111	Expository Writing	3	0	0	3		
ENG	111A	Expository Writing Lab	0	2	0	1		
MAT	121	Algebra/Trigonometry I or	2	2	0	3		
MAT	175	Precalculus	(4	0	0	4)		
		Humanities/Fine Arts Elective	3	0	0	3		
		Social/Behavioral Sciences Elective	3	0	0	3		
Total General Education Required Hours								16-17

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3		
COE	111**	Co-op Work Experience I	0	0	10	1		
COE	115**	Work Experience Seminar I	1	0	0	1		
DDF	252	Advanced Solid Modeling	2	2	0	3		
DFT	111	Technical Drafting I	1	3	0	2		
DFT	151	CAD I	2	3	0	3		
DFT	152	CAD II	2	3	0	3		
DFT	153	CAD III	2	3	0	3		
DFT	211	Gears, Cams, & Pulleys	1	3	0	2		
HYD	110	Hydraulics/Pneumatics I	2	3	0	3		
ISC	112	Industrial Safety	2	0	0	2		
MAC	122	CNC Turning	1	3	0	2		
MAC	124	CNC Milling	1	3	0	2		
MAC	232	CNC Graphics Programming: Milling	1	4	0	3		
MEC	110	Introduction to CAD/CAM	1	2	0	2		
MEC	111	Machine Processes I	1	4	0	3		
MEC	161	Manufacturing Processes I	3	0	0	3		
MEC	180	Engineering Materials	2	3	0	3		
MEC	250	Statics & Strengths of Materials	4	3	0	5		
PHY	131	Physics—Mechanics	3	2	0	4		
		Major Elective***				2-4		
Total Major Required Hours								52-54
Total Credit Hours Required for A.A.S. Degree.....								68-71

***Major Electives

Select 2-4 credits

MEC	161	Manufacturing Processes I	3
WLD	110	Cutting Processes	2
WLD	121	GMAW (MIG) FCAW/Plate	4

Suggested Curriculum by Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year			
Fall Semester			Credits
DFT	111		2
DFT	151		3
ISC	112		2
MAT	121 or		3
MAT	175	(4)	
MEC	110		2
MEC	111		3
			15-16

Spring Semester			
CIS	110		3
DFT	152		3
DFT	211		2
MEC	180		3
PHY	131		4
			15

Summer Semester		
COM	120	3
Humanities/Fine Arts		3
Social/Behavioral Sciences		3
		9

Second Year		
Fall Semester		Credits
DFT	153	3
ENG	111	3
ENG	111A	1
MAC	122	2
MAC	124	2
MEC	250	5
Major Elective		2-4
		13-15

Spring Semester		
COE	111	1
COE	115	1
DDF	252	3
HYD	110	3
MAC	232	3
MEC	250	5
		16

**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

Certificate Options

	Class	Lab	Clinic/Exp	Credits
Manufacturing Certificate [C40320A]				
DFT	151	CAD I	2	3
MAC	122	CNC Turning	1	3
MAC	124	CNC Milling	1	3
MEC	110	Introduction to CAD/CAM	1	2
MEC	111	Machine Processes I	1	4
MEC	161	Manufacturing Processes I	3	0
MEC	180	Engineering Materials	2	3

Total Credit Hours Required for Certificate Program..... 18

CAD Drafting Certificate [C40320C]

DDF	252	Advanced Solid Modeling	2	2	0	3
DFT	151	CAD I	2	3	0	3
DFT	152	CAD II	2	3	0	3
DFT	153	CAD III	2	3	0	3
MEC	110	Introduction to CAD/CAM	1	2	0	2

Total Credit Hours Required for Certificate Program..... 14

Drafting Certificate [C40320D]

DDF	252	Advanced Solid Modeling	2	2	0	3
DFT	111	Technical Drafting I	1	3	0	2
DFT	151	CAD I	2	3	0	3
DFT	152	CAD II	2	3	0	3
DFT	153	CAD III	2	3	0	3
MEC	110	Introduction to CAD/CAM	1	2	0	2

Total Credit Hours Required for Certificate Program..... 16

Machining Certificate [C40320M]

DFT	111	Technical Drafting I	1	3	0	2
MAC	122	CNC Turning	1	3	0	2
MAC	124	CNC Milling	1	3	0	2
MAC	232	CNC Graphics Programming: Milling	1	4	0	3
MEC	110	Introduction to CAD/CAM	1	2	0	2
MEC	111	Machine Processes I	1	4	0	3
MEC	180	Engineering Materials	2	3	0	3

Total Credit Hours Required for Certificate Program..... 17

Motor Sports Engineering [C40320W]

DFT	151	CAD I	2	3	0	3
DFT	153	CAD III	2	3	0	3
MEC	110	Introduction to CAD/CAM	1	2	0	2
MEC	111	Machine Processes I	1	4	0	3
WLD	110	Cutting Processes	1	3	0	2
WLD	121	GMAW (MIG) FCAW/Plate	2	6	0	4

Total Credit Hours Required for Certificate Program..... 17

Medical Assisting

A.A.S Degree [A45400]

Diploma Program [D45400]

Certificate Programs [C45400B & C45400I]

Curriculum Description:

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	120	Intro to Interpersonal Communication	3	0	0	3
*ENG	111	Expository Writing	3	0	0	3
*ENG	111A	Expository Writing Lab	0	2	0	1
ENG	113	Literature-Based Research or				
ENG	114	Professional Research & Reporting	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
*PSY	118	Interpersonal Psychology or				
*PSY	150	General Psychology	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3

Total General Education Required Hours 19

Major Required Courses

*BIO	163	Basic Anatomy & Physiology	4	2	0	5
*MED	110	Orientation to Medical Assisting	1	0	0	1
*MED	118	Medical Law and Ethics	2	0	0	2
*MED	121	Medical Terminology I	3	0	0	3
*MED	122	Medical Terminology II	3	0	0	3
*MED	130	Administrative Office Procedures I	1	2	0	2
*MED	131	Administrative Office Procedures II	1	2	0	2

*MED 140	Exam Room Procedures I	3	4	0	5
*MED 150	Laboratory Procedures I	3	4	0	5
MED 183	Electronic Medical Records I	3	2	3	5
MED 184	Electronic Medical Records II	2	3	3	4
*MED 232	Medical Insurance Coding	1	3	0	2
*MED 260	MED Clinical Externship	0	0	15	5
MED 270	Symptomatology	2	2	0	3
*OST 131	Keyboarding	1	2	0	2
*OST 134	Text Entry & Formatting	2	2	0	3
OST 181	Introduction to Office Systems	2	2	0	3
Total Major Required Hours					55

Total Credit Hours Required for A.A.S. Degree..... 74
Total Credit Hours Required for Diploma Program 47

Suggested Curriculum by Semesters		Summer Semester		
		MED 260		5
		PSY 118 or		
		PSY 150		<u>3</u>
				8
First Year				
Fall Semester		Credits		
BIO 163	5			
ENG 111	3			
ENG 111A	1			
MED 110	1			
MED 118	2			
MED 121 (Fast track)	3			
MED 122 (Fast track)	3			
MED 130	2			
OST 131	<u>2</u>			
	22			
Spring Semester				
MED 131	2			
MED 140	5			
MED 150	5			
MED 232	2			
OST 134	<u>3</u>			
	17			
		Second Year		
		Fall Semester	Credits	
		COM 120	3	
		ENG 113 or		
		ENG 114	3	
		MED 183	5	
		MED 270	<u>3</u>	
			14	
		Spring Semester		
		MAT 140	3	
		MED 184	4	
		OST 181	3	
		Humanities/Fine Arts	<u>3</u>	
			13	

Certificate Options

		Class	Lab	Clinic/Exp	Credits
Medical Assisting Basic Certificate [C45400B]					
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 183	Electronic Medical Records	3	2	3	5
OST 131	Keyboarding	1	2	0	2
Total Credit Hours Required for Certificate Program.....					17

Medical Assisting Intermediate Certificate [C45400I]					
OST 134	Text Entry & Formatting	2	2	0	3
OST 181	Introduction to Office Systems	2	2	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
MED 131	Administrative Office Procedures II	1	2	0	2
MED 184	Electronic Medical Records II	2	3	3	4
MED 232	Medical Insurance Coding	1	3	0	2
Total Credit Hours Required for Certificate Program.....					17

Medical Laboratory Technology

A.A.S Degree [A45420]

Curriculum Description:

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunochemistry that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take examinations given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists or the Certifying Agency. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

Medical Laboratory Technology is an associate degree program offered in conjunction with Southwestern Community College who awards the degree. Students may take courses marked with an asterisk () at Mitchell Community College. All MLT courses are offered online through Southwestern Community College.*

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
*BIO	111	General Biology I	3	3	0	4
*ENG	111	Expository Writing	3	0	0	3
*ENG	111A	Expository Writing Lab	0	2	0	1
*ENG	114	Professional Research & Reporting	3	0	0	3
*PSY	150	General Psychology	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
Total General Education Required Hours						17

Major Required Courses

MLT	110	Introduction to MLT	2	3	0	3
MLT	111	Urinalysis & Body Fluids	1	3	0	2
MLT	116	Anatomy & Medical Terminology	5	0	0	5
MLT	118	Medical Laboratory Chemistry	3	0	0	3
MLT	120	Hematology/Hemostasis I	3	3	0	4
MLT	125	Immunochemistry I	4	3	0	5
MLT	130	Clinical Chemistry I	3	3	0	4
MLT	140	Introduction to Microbiology	2	3	0	3
MLT	215	Professional Issues	1	0	0	1
MLT	220	Hematology/Hemostasis II	2	3	0	3
MLT	240	Special Clinical Microbiology	2	3	0	3
MLT	253	MLT Practicum I	0	0	9	3
MLT	263	MLT Practicum II	0	0	9	3
MLT	271	MLT Practicum III	0	0	3	1
MLT	272	MLT Practicum III	0	0	6	2
MLT	273	MLT Practicum III	0	0	9	3
MLT	274	MLT Practicum III	0	0	12	4
Total Major Required Hours						52

Total Credit Hours Required for A.A.S. Degree..... 69

Suggested Curriculum by Semesters

First Year		Second Year		Credits
Fall Semester		Fall Semester		
*BIO	111	*ENG	114	3
MLT	110	MLT	111	2
MLT	116	MLT	130	4
MLT	253	MLT	220	3
*PSY	150	MLT	240	<u>3</u>
				15
Spring Semester		Spring Semester		
MLT	118	MLT	215	1
MLT	120	MLT	263	3
MLT	125	MLT	271	1
MLT	140	MLT	272	2
		MLT	273	3
		MLT	274	<u>4</u>
				14
				15
Summer Semester				
*ENG	111			3
*ENG	111A			1
*Humanities/Fine Arts				<u>3</u>
				7

Associate Degree Nursing

A.A.S. Degree [A45120]

Curriculum Description

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse’s role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long term care facilities, clinics, physicians’ offices, industry, and community agencies.

Note: See Admission requirements for the ADN program outlined in the “Admissions” section beginning on page 15.

Course and Hour Requirements

				Class	Lab	Clinic/Exp	Credits
General Education Required Courses							
BIO	275	Microbiology		3	3	0	4
ENG	111	Expository Writing		3	0	0	3
ENG	111A	Expository Writing Lab		0	2	0	1
ENG	113	Literature-Based Research or					
ENG	114	Professional Research & Reporting		3	0	0	3
PSY	150	General Psychology		3	0	0	3
Humanities/Fine Arts		Elective		3	0	0	3
Total General Education Required Hours							17

Major Required Courses

BIO	168	Anatomy and Physiology I	3	3	0	4
BIO	169	Anatomy and Physiology II	3	3	0	4
NUR	115	Fundamentals of Nursing	2	3	6	5
NUR	117	Pharmacology	1	3	0	2
NUR	125	Maternal-Child Nursing	5	3	6	8
NUR	133	Nursing Assessment	2	3	0	3

NUR	135	Adult Nursing I	5	3	9	9
NUR	185	Mental Health Nursing	3	0	6	5
NUR	235	Adult Nursing II	4	3	15	10
NUR	291	Selected Topics in Nursing-Leadership	1	0	0	1
PSY	241	Developmental Psychology	3	0	0	3
Total Major Required Hours						54
Total Credit Hours Required for A.A.S. Degree.....						71

Suggested Curriculum by Semesters

First Year

Fall Semester

BIO	168	4
NUR	115	5
NUR	117	2
PSY	150	<u>3</u>
		14

Spring Semester

BIO	169	4
NUR	133	3
NUR	135	9
PSY	241	<u>3</u>
		19

Summer Semester

BIO	275	4
ENG	111	3
ENG	111A	<u>1</u>
		8

Second Year

Fall Semester

ENG	113 or	
ENG	114	3
NUR	125	8
NUR	291	1
Humanities/Fine Arts		<u>3</u>
		15

Spring Semester

NUR	185	5
NUR	235	<u>10</u>
		15



Nursing Assistant

Certificate Program [C45480]

Curriculum Description:

The Nursing Assistant curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management; family resources and services; and employment skills.

Graduates of this curriculum may be eligible to be listed on the registry as a Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
None						

Major Required Courses

NAS	101	Nursing Assistant I	3	4	3	6
NAS	102	Nursing Assistant II	3	2	6	6
NAS	103	Home Health Care	2	0	0	2
NAS	104	Home Health Clinical	0	0	3	1
Total Major Required Hours						15

Total Credit Hours Required for Certificate Program..... 15

Office Systems Technology

A.A.S. Degree [A25360]

Certificate Program [C25360]

Curriculum Description

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	110	Introduction to Communication	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
MAT	115	Mathematical Models	2	2	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
Total General Education Required Hours						16

Major Required Courses

ACC	115	College Accounting or				
ACC	120	Principles of Financial Accounting	3	2	0	4

ACC	140	Payroll Accounting or				
ACC	150	Accounting Software Applications	1	2	0	2
BUS	110	Introduction to Business	3	0	0	3
BUS	121	Business Math	2	2	0	3
BUS	260	Business Communication	3	0	0	3
BUS	270	Professional Development	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
CTS	130	Spreadsheet	2	2	0	3
DBA	110	Database Concepts	2	3	0	3
OST	131*	Keyboarding	1	2	0	2
OST	134	Text Entry & Formatting	2	2	0	3
OST	136	Word Processing	1	2	0	2
OST	164	Text Editing Applications	3	0	0	3
OST	181	Introduction to Office Systems	2	2	0	3
OST	184	Records Management	1	2	0	2
OST	236	Advanced Word/Information Processing2	2	0		3
OST	289	Office Systems Management	2	2	0	3
		Major Electives***				3
Total Major Required Hours						53

***Major Electives

Select a total of 3 credits

BUS	115	Business Law I	3
BUS	253	Leadership and Management Skills	3
COE	112, 121, 131	Cooperative Education	1-3
ECO	251	Principles of Microeconomics	3
NET	110	Networking Concepts	3
WEB	110	Internet/Web Fundamentals	3

Total Credit Hours Required for A.A.S. Program..... 69

Suggested Curriculum by Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

Suggested Curriculum by Semesters			Second Year	Credits
<i>Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.</i>			Fall Semester	
			ACC 140 or	2
			ACC 150	
			BUS 260	3
			COE 111	1
			COE 115	1
			CTS 130	3
			OST 136	2
			Major Elective	<u>3</u>
				15
			Spring Semester	
			BUS 270	3
			DBA 110	3
			OST 236	3
			OST 289	3
			PSY 118	<u>3</u>
				15
			<i>**COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.</i>	
First Year				
Fall Semester				
ENG 111	Credits	3		
ENG 111A	1			
MAT 115	3			
OST 131	2			
OST 164	3			
OST 184	<u>2</u>			
	14			
Spring Semester				
ACC 115 or	4			
ACC 120				
BUS 121	3			
CIS 110	3			
OST 134	3			
OST 181	<u>3</u>			
	16			
Summer Semester				
BUS 110	3			
COM 110	3			
Humanities/Fine Arts	<u>3</u>			
	9			

Certificate Program

			Class	Lab	Clinic/Exp	Credits
CIS	110	Introduction to Computers	2	2	0	3
OST	131*	Keyboarding	1	2	0	2
OST	134	Text Entry & Formatting	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
OST	181	Introduction to Office Systems	2	2	0	3
OST	184	Records Management	1	2	0	2

Total Credit Hours Required for Certificate Program..... 16

**Prerequisite for OST majors: OST 080 Keyboarding Literacy or satisfactory placement test score with a minimum of 25 words per minute with three errors or less on a three-minute timed writing.*

CPS Certification Credit

Credit for the following courses will be allowed for students who have passed the Certified Professional Secretary (CPS) exam.

ACC	120	Principles of Financial Accounting	4
OST	131	Keyboarding	2
OST	134	Text Entry & Formatting	3
OST	136	Word Processing	2
OST	164	Text Editing Applications	3
OST	181	Introduction to Office Systems	3
OST	184	Records Management	2
PSY	118	Interpersonal Psychology	3

Total Credit Hours Allowed..... 22

Credit for additional courses may be earned through credit by exam.

Phlebotomy

Certificate Program [C45600]

Curriculum Description

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits
General Education Required Courses				
None				

Major Required Courses

PBT	100	Phlebotomy Technology	5	2	0	6
PBT	101	Phlebotomy Practicum	0	0	9	3
PSY	118	Interpersonal Psychology	3	0	0	3
Total Major Required Hours						12

Total Credit Hours Required for Certificate Program..... 12

Suggested Curriculum by Semesters

Evening Program		
Fall Semester		Credits
PBT	100	6
PBT	101*	3
PSY	118	<u>3</u>
		12

*Day Class

Speech-Language Pathology Assistant

A.A.S. Degree [A45730]

Curriculum Description

The Speech-Language Pathology Assistant curriculum prepares graduates to work under the supervision of a licensed Speech-Language Pathologist, who evaluates, diagnoses, and treats individuals with various communication disorders.

Courses provide instruction in methods of screening for speech, language, and hearing disorders and in following written protocols designed to remedial individual communication problems. Supervised field experiences include working with patients of various ages and with various disorders.

Graduates may be eligible for registration with the North Carolina Board of Examiners for Speech-Language Pathologists and Audiologists and must be supervised by a licensed Speech-Language Pathologist. They may be employed in healthcare or education settings.

Speech-Language Pathology Assistant is an associate degree program offered in conjunction with Caldwell Community College and Technical Institute who awards the degree. Students may take courses marked with an asterisk () at Mitchell Community College. All SLP technical courses are offered over the North Carolina Information Highway (NCIH) at Mitchell Community College.*

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
*BIO	168	Anatomy and Physiology I	3	3	0	4
*ENG	111	Expository Writing	3	0	0	3
*ENG	111A	Expository Writing Lab	0	2	0	1
*ENG	113	Literature-Based Research or				
*ENG	114	Professional Research & Reporting	3	0	0	3
*PSY	150	General Psychology	3	0	0	3
*		Humanities/Fine Arts Elective	3	0	0	3
Total General Education Required Hours						17

Major Required Courses

*BIO	169	Anatomy and Physiology II	3	3	0	4
CIS	111	Basic PC Literacy	1	2	0	2
*COM	120	Intro to Interpersonal Communication	3	0	0	3
*MED	121	Medical Terminology I	3	0	0	3
*PSY	241	Developmental Psychology	3	0	0	3
*PSY	265	Behavioral Modification	3	0	0	3
SLP	111	Ethics and Standards for SLPA's	3	0	0	3
SLP	112	SLPA Anatomy & Physiology	3	0	0	3
SLP	120	SLPA Administrative Procedures and Mgt	2	0	0	2
SLP	130	Phonetics/Speech Patterns	2	2	0	3
SLP	140	Normal Communication	3	0	0	3
SLP	211	Developmental Disorders	3	2	0	4
SLP	212	Acquired Disorders	3	2	3	5
SLP	220	Assistive Technology	1	2	0	2
SLP	230	SLPA Fieldwork	0	0	12	4
SLP	231	SLPA Fieldwork Seminar	3	0	0	3
Total Major Required Hours						50

Total Credit Hours Required for A.A.S. Degree..... 70

Suggested Curriculum by Semesters

First Year		Second Year		Credits
Fall Semester		Fall Semester		
		*PSY	265	3
		SLP	112	3
		SLP	211	4
		SLP	220	<u>2</u>
				15
		Spring Semester		
		SLP	212	5
		SLP	230	4
		SLP	231	3
				12
Spring Semester				
*BIO	168			4
*MED	121			3
*PSY	150			3
SLP	111			3
SLP	140			<u>2</u>
				16
Summer Semester				
*BIO	169			4
*ENG	111			3
*ENG	111A			1
*PSY	241			3
SLP	120			2
SLP	130			<u>2</u>
				16
Summer Semester				
CIS	111			2
*COM	120			3
*ENG	113 or			
*ENG	114			3
*Humanities/Fine Arts				<u>2</u>
				11

Truck Driver Training

Certificate Program [C60300]

Curriculum Description:

The Truck Driver Training curriculum prepares individuals to drive tractor trailers rigs. This program teaches proper driving procedures, safe driver responsibility, commercial motor vehicle laws and regulations, and the basic principles and practices for operating commercial vehicles.

The course work includes motor vehicle laws and regulations, map reading, vehicle maintenance, safety procedures, daily logs, defensive driving, freight handling, security, and fire protection. Highway driving, training range exercises, and classroom lectures are used to develop the student’s knowledge and skills.

Graduates of the curriculum are qualified to take the commercial driver’s license and are employable by commercial trucking firms. They may also become owners/operators and work as private contract haul-ers.

Registration and classes are offered at the Mitchell Community College Continuing Education Center. Truck Driver Training is a certificate program offered in conjunction with Caldwell Community College and Technical Institute who awards the certificate.

Course and Hour Requirements

	Class	Lab	Clinic/Exp	Credits
General Education Required Courses				
None				
Major Required Courses				
TRP 100 Truck Driver Training	6	18	0	12
Total Credit Hours Required for Certificate Program.....				12

Gradnates from this program must have a reading score of 40 or better or must have successfully completed RED 080.

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Web Technologies

A.A.S. Degree [A25290]

Certificate Program [C25290]

Curriculum Description

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

Course and Hour Requirements

			Class	Lab	Clinic/Exp	Credits
General Education Required Courses						
COM	110	Introduction to Communication or				
COM	231	Public Speaking	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
MAT	115	Mathematical Models or	2	2	0	3
MAT	161	College Algebra	(3	0	0	3)
		Humanities/Fine Arts Elective	3	0	0	3
		Social/Behavioral Sciences Elective	3	0	0	3
Total General Education Required Hours						16

Major Required Courses

BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic	2	3	0	3
COE	111**	Co-op Work Experience I	0	0	10	1
COE	115**	Work Experience Seminar I	1	0	0	1
DBA	110	Database Concepts	2	3	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
OST	131	Keyboarding	1	2	0	2
SEC	110	Security Concepts	3	0	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
WEB	111	Introduction to Web Graphics	2	2	0	3
WEB	115	Web Markup and Scripting	2	2	0	3
WEB	120	Introduction to Internet Multimedia	2	2	0	3
WEB	140	Web Development Tools	2	2	0	3
WEB	210	Web Design	2	2	0	3
WEB	230	Implementing Web Server	2	2	0	3
WEB	250	Database Driven Websites	2	2	0	3
WEB	260	E-Commerce Infrastructure	2	2	0	3
Total Major Required Hours						52

Total Credit Hours Required for A.A.S. Degree..... 68

Suggested Curriculum by Semesters

Applies to day offerings. Due to time restraints, evening students should expect to have fewer offerings each semester.

First Year

Fall Semester	Credits
CIS 110	3
CIS 115	3
NOS 110	3
OST 131	2
WEB 110	3
WEB 111	<u>3</u>
	17

Spring Semester

DBA 110	3
ENG 111	3
ENG 111A	1
NET 110	3
WEB 115	3
WEB 140	<u>3</u>
	16

Summer Semester

COM 110 or	
COM 231	3
MAT 115 or	
MAT 161	<u>3</u>
	6

Second Year

Fall Semester	Credits
BUS 110	3
SEC 110	3
WEB 120	3
WEB 210	3
WEB 250	<u>3</u>
	15

Spring Semester

COE 111	1
COE 115	1
WEB 230	3
WEB 260	3
Humanities/Fine Arts	3
Social/Behavioral Sciences	<u>3</u>
	14

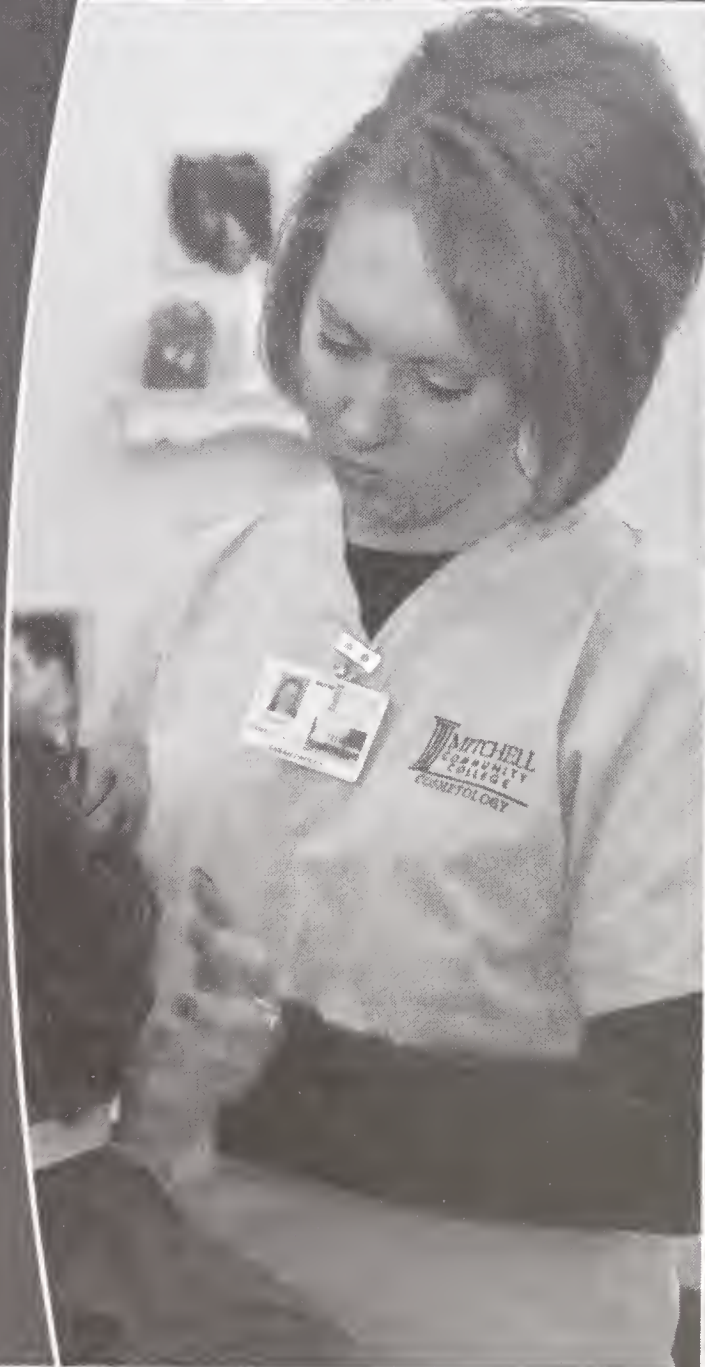
***COE 111 and COE 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours*

Certificate Option

Web Design

OST	131	Keyboarding	1	2	0	2
WEB	110	Internet/Web Fundamentals	2	2	0	3
WEB	111	Introduction to Web Graphics	2	2	0	3
WEB	115	Web Markup and Scripting	2	2	0	3
WEB	140	Web Development Tools	2	2	0	3
WEB	210	Web Design	2	2	0	3

Total Credit Hours Required for Certificate Program..... 17



Course Descriptions

Curriculum Course Descriptions

Academic Related

ACA 085 Improving Study Skills
0 2 1

Prerequisites: None
Corequisites: None

This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses. Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, personal improvement strategies, goal setting, and learning resources. Upon completion, students should be able to apply the techniques learned to improve performance in college-level classes.

ACA 111 College Student Success
1 0 1

Prerequisites: None
Corequisites: None

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

Accounting

ACC 115 College Accounting
3 2 4

Prerequisites: None
Corequisites: None

This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

**ACC 120 Principles of Financial
Accounting**
3 2 4

Prerequisites: MAT 070 and RED 090 or satisfactory scores on the college placement tests.
Corequisites: None

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**ACC 121 Principles of Managerial
Accounting**
3 2 4

Prerequisites: ACC 120
Corequisites: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**ACC 122 Principles of Financial
Accounting II**
3 0 3

Prerequisites: ACC 120
Corequisites: None

This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

ACC 129 Individual Income Taxes
2 2 3

Prerequisites: ACC 120
Corequisites: None

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students

should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 130 Business Income Taxes
2 2 3

Prerequisites: ACC 129
Corequisites: None

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

ACC 140 Payroll Accounting
1 2 2

Prerequisites: ACC 115 or ACC 120
Corequisites: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

ACC 150 Accounting Software Applications
1 2 2

Prerequisites: ACC 115 or ACC 120
Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 220 Intermediate Accounting I
3 2 4

Prerequisites: ACC 121
Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 227 Practices in Accounting
3 0 3

Prerequisites: ACC 220
Corequisites: None

This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations.

ACC 240 Governmental & Not-for-Profit Accounting
3 0 3

Prerequisites: ACC 121
Corequisites: None

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

Air Conditioning, Heating and Refrigeration

AHR 110 Introduction to Refrigeration
2 6 5

Prerequisites: None
Corequisites: None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111 HVACR Electricity
2 2 3

Prerequisites: None
Corequisites: None

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion,

students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112 Heating Technology
2 4 4

Prerequisites: None
Corequisites: None

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113 Comfort Cooling
2 4 4

Prerequisites: AHR 110
Corequisites: None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114 Heat Pump Technology
2 4 4

Prerequisites: AHR 110 or AHR 113
Corequisites: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation; defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 133 HVAC Servicing
2 6 4

Prerequisites: None
Corequisites: AHR 112 or AHR 113

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

AHR 151 HVAC Duct Systems I
1 3 2

Prerequisites: None
Corequisites: None

This course introduces the techniques used to lay out and fabricate ductwork commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate ductwork. Upon completion, students should be able to lay out and fabricate simple ductwork.

AHR 180 HVACR Customer Relations
1 0 1

Prerequisites: None
Corequisites: None

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

AHR 211 Residential System Design
2 2 3

Prerequisites: None
Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

Anthropology

ANT 210 General Anthropology
3 0 3

Prerequisites: None
Corequisites: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Art

ART 111 Art Appreciation

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 114 Art History Survey I

3 0 3

Prerequisites: None

Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 115 Art History Survey II

3 0 3

Prerequisites: None

Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 121 Design I

0 6 3

Prerequisites: None

Corequisites: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. This course has been approved to satisfy the Comprehensive

Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 122 Design II

0 6 3

Prerequisites: ART 121

Corequisites: None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 131 Drawing I

0 6 3

Prerequisites: None

Corequisites: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 132 Drawing II

0 6 3

Prerequisites: ART 131

Corequisites: None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 135 Figure Drawing I

0 6 3

Prerequisites: ART 131

Corequisites: None

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability

as a premajor and/or elective course requirement.

ART 171 Computer Art I
0 6 3

Prerequisites: ART 121
Corequisites: None

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 231 Printmaking I
0 6 3

Prerequisites: None
Corequisites: None

This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 240 Painting I
0 6 3

Prerequisites: None
Corequisites: None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 241 Painting II
0 6 3

Prerequisites: ART 240
Corequisites: None

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. This course has been ap-

proved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 244 Watercolor
0 6 3

Prerequisites: None
Corequisites: None

This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 261 Photography I
0 6 3

Prerequisites: None
Corequisites: None

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 262 Photography II
0 6 3

Prerequisites: ART 261
Corequisites: None

This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 271 Computer Art II
0 6 3

Prerequisites: ART 171
Corequisites: None

This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. This course has been

approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 281 Sculpture I
0 6 3

Prerequisites: None

Corequisites: None

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 282 Sculpture II
0 6 3

Prerequisites: ART 281

Corequisites: None

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 283 Ceramics I
0 6 3

Prerequisites: None

Corequisites: None

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 284 Ceramics II
0 6 3

Prerequisites: ART 283

Corequisites: None

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level

of technical competence in forming and glazing with a development of three-dimensional awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 288 Studio
0 6 3

Prerequisites: ART 122

Corequisites: None

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

American Sign Language

ASL 111 Elementary ASL I
3 0 3

Prerequisites: ENG 090 and RED 090 or ENG 095 or satisfactory scores on the college placement tests

Corequisites: None

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the comprehensive articulation agreement general education core requirement in humanities/fine arts.

ASL 112 Elementary ASL II
3 0 3

Prerequisites: ASL 111

Corequisites: None

This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the comprehensive articulation agreement

general education core requirement in humanities/fine arts.

ASL 211 **Intermediate ASL I**
3 0 3

Prerequisites: ASL 112

Corequisites: None

This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future. This course has been approved to satisfy the comprehensive articulation agreement general education core requirement in humanities/fine arts.

ASL 212 **Intermediate ASL II**
3 0 3

Prerequisites: ASL 211

Corequisites: None

This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the comprehensive articulation agreement general education core requirement in humanities/fine arts.

Astronomy

AST 111 **Descriptive Astronomy**
3 0 3

Prerequisites: None

Corequisites: None

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

AST 111A **Descriptive Astronomy Lab**
0 2 1

Prerequisites: None

Corequisites: AST 111

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in

AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Biology

BIO 110 **Principles of Biology**
3 3 4

Prerequisites: ENG 090, MAT 060, and RED 090 or satisfactory scores on the college placement tests

Corequisites: None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 111 **General Biology I**
3 3 4

Prerequisites: ENG 090, MAT 070, and RED 090 or satisfactory scores on the college placement tests

Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 112 **General Biology II**
3 3 4

Prerequisites: BIO 111

Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 120 Introductory Botany
3 3 4

Prerequisites: BIO 110 or BIO 111

Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 130 Introductory Zoology
3 3 4

Prerequisites: BIO 110 or BIO 111

Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 155 Nutrition
3 0 3

Prerequisites: ENG 090 and RED 090 or ENG 095, and MAT 060 or satisfactory scores on the college placement tests

Corequisites: None

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 163 Basic Anatomy & Physiology
4 2 5

Prerequisites: ENG 090 and RED 090 or ENG 095 or satisfactory scores on the college placement tests

Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 168 Anatomy and Physiology I
3 3 4

Prerequisites: ENG 090 and RED 090 or ENG 095 or satisfactory scores on the college placement tests and BIO 111 or high school biology within the last five years with a grade of "C" or better

Corequisites: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 169 Anatomy and Physiology II
3 3 4

Prerequisites: BIO 168

Corequisites: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 250 Genetics
3 3 4

Prerequisites: BIO 112

Corequisites: None

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 275 Microbiology
3 3 4

Prerequisites: BIO 110, BIO 111, BIO 112, BIO 163, BIO 165, or BIO 168

Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Biotechnology

Please refer to Forsyth Technical Community College's catalog for BTC course descriptions.

Business

BUS 110 Introduction to Business
3 0 3

Prerequisites: None

Corequisites: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BUS 115 Business Law I
3 0 3

Prerequisites: None

Corequisites: None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BUS 121 Business Math
2 2 3

Prerequisites: MAT 060 or satisfactory score on the college placement test

Corequisites: None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 135 Principles of Supervision
3 0 3

Prerequisites: None

Corequisites: None

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137 Principles of Management
3 0 3

Prerequisites: None

Corequisites: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BUS 153 Human Resource Management
3 0 3

Prerequisites: None

Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 230 Small Business Management
3 0 3

Prerequisites: None

Corequisites: None

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 253 Leadership and Management Skills
3 0 3

Prerequisites: None

Corequisites: None

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

BUS 260 Business Communication
3 0 3

Prerequisites: ENG 111 and OST 131

Corequisites: None

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

BUS 270 Professional Development
3 0 3

Prerequisites: None

Corequisites: None

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal

and professional skills necessary to get and keep a job.

BUS 291 Selected Topics in Business
0 3 1

Prerequisites: ACC 120, BUS 110, BUS 115, BUS 121, BUS 137, BUS 260, ECO 251 and MKT 120

Corequisites: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. This is considered a culminating capstone course for the Business Administration program.

Computer Engineering Technology

CET 111 Computer Upgrade/Repair I
2 3 3

Prerequisites: None

Corequisites: None

This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

CET 211 Computer Upgrade/Repair II
2 3 3

Prerequisites: CET 111

Corequisites: None

This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

Chemistry

CHM 131 Introduction to Chemistry

3 0 3

Prerequisites: ENG 090, MAT 070, and RED 090 or satisfactory scores on the college placement tests

Corequisites: None

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 131A Introduction to Chemistry Lab

0 3 1

Prerequisites: None

Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 132 Organic and Biochemistry

3 3 4

Prerequisites: CHM 131 and CHM 131A or CHM 151

Corequisites: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 151 General Chemistry I

3 3 4

Prerequisites: ENG 090, MAT 080, and RED 090 or satisfactory scores on the college placement tests

Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 152 General Chemistry II

3 3 4

Prerequisites: CHM 151

Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 251 Organic Chemistry I

3 3 4

Prerequisites: CHM 152

Corequisites: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CHM 252 Organic Chemistry II
3 3 4

Prerequisites: CHM 251

Corequisites: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Information Systems

CIS 110 Introduction to Computers
2 2 3

Prerequisites: MAT 060, RED 080, and OST 080 or satisfactory scores on the college placement tests

Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).

CIS 115 Introduction to Programming & Logic
2 3 3

Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 and OST 080, RED 090 or satisfactory scores on the college placement tests.

Corequisites: None

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a program-

ming language. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).

Criminal Justice

CJC 100 Basic Law Enforcement Training
9 30 19

Prerequisites: None

Corequisites: None

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. This is a certificate-level course.

CJC 111 Introduction to Criminal Justice
3 0 3

Prerequisites: None

Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CJC 112 Criminology
3 0 3

Prerequisites: None

Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 Juvenile Justice
3 0 3

Prerequisites: None

Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treat-

ment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 120 Interviews/Interrogations
1 2 2

Prerequisites: None

Corequisites: None

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

CJC 121 Law Enforcement Operations
3 0 3

Prerequisites: None

Corequisites: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CJC 122 Community Policing
3 0 3

Prerequisites: None

Corequisites: None

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131 Criminal Law
3 0 3

Prerequisites: None

Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and

other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence
3 0 3

Prerequisites: None

Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 Corrections
3 0 3

Prerequisites: None

Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CJC 151 Introduction to Loss Prevention
3 0 3

Prerequisites: None

Corequisites: None

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 160 Terrorism: Underlying Issues
3 0 3

Prerequisites: None

Corequisites: None

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect.

Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning consideration involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

CJC 212 Ethics & Community Relations

3 0 3

Prerequisites: None

Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 221 Investigative Principles

3 2 4

Prerequisites: None

Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 223 Organized Crime

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

CJC 225 Crisis Intervention

3 0 3

Prerequisites: None

Corequisites: None

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners.

Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 231 Constitutional Law

3 0 3

Prerequisites: None

Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 255 Issues in Criminal Justice Application

3 0 3

Prerequisites: CJC 111, CJC 221, and CJC 231

Corequisites: None

This course provides an opportunity to exhibit interpersonal and technical skills required for application of criminal justice concepts in contemporary practical situations. Emphasis is placed on critical thinking and integration of theory and practical skills components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level law enforcement officer.

Cooperative Education

COE 111 Co-op Work Experience I

10 0 0 1

Prerequisites: None

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 112 Co-op Work Experience I

20 0 0 2

Prerequisites: None

Corequisites: None

This course provides work experience with a college approved employer in an area related to the

student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115 Work Experience Seminar I
1 0 1

Prerequisites: None
Corequisites: COE 111 or COE 112

This course provides procedures necessary for the Co-op student to receive maximum benefit from his/her work experience. Emphasis is placed on the student/employer/advisor relationship and the evaluation process of the experience used to show accountability. Upon completion the student will be totally aware of the Co-op benefit and process.

COE 121 Co-op Work Experience II
10 0 0 1

Prerequisites: COE 111
Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 131 Co-op Work Experience III
10 0 0 1

Prerequisites: COE 111 and COE 121
Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Communication

COM 110 Introduction to
Communication
3 0 3

Prerequisites: None
Corequisites: None

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication

situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).

COM 120 Introduction to Interpersonal
Communication
3 0 3

Prerequisites: None
Corequisites: None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).

COM 231 Public Speaking
3 0 3

Prerequisites: ENG 111
Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).

Cosmetology

COS 111 Cosmetology Concepts I
4 0 4

Prerequisites: None
Corequisites: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and

competently apply cosmetology concepts in the salon setting.

COS 112 Salon I
0 24 8

Prerequisites: None

Corequisites: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 Cosmetology Concepts II
4 0 4

Prerequisites: COS 111

Corequisites: COS 114

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 Salon II
0 24 8

Prerequisites: COS 112

Corequisites: COS 113

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115 Cosmetology Concepts III
4 0 4

Prerequisites: COS 111

Corequisites: COS 116

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116 Salon III
0 12 4

Prerequisites: COS 112

Corequisites: COS 115

This course provides comprehensive experience in a simulated salon setting. Emphasis is

placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 Cosmetology Concepts IV
2 0 2

Prerequisites: COS 111, COS 113, and COS 115

Corequisites: COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 Salon IV
0 21 7

Prerequisites: COS 112, COS 114, and COS 116

Corequisites: COS 117

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 119 Esthetics Concepts I
2 0 2

Prerequisites: None

Corequisites: None

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

COS 120 Esthetics Salon I
0 18 6

Prerequisites: None

Corequisites: None

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

COS 121 Manicure/Nail Technology I

4 6 6

Prerequisites: None

Corequisites: None

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 125 Esthetics Concepts II

2 0 2

Prerequisites: None

Corequisites: None

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, make-up, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

COS 126 Esthetics Salon II

0 18 6

Prerequisites: None

Corequisites: None

This course provides experience in a simulated esthetics setting. Topics include machine facials, aroma therapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

COS 222 Manicure/Nail Technology II

4 6 6

Prerequisites: COS 121

Corequisites: None

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 271 Instructor Concepts I

5 0 5

Prerequisites: Must possess a valid license in Cosmetology

Corequisites: COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily

lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272 Instructor Practicum I

0 21 7

Prerequisites: Must possess a valid license in Cosmetology

Corequisites: COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273 Instructor Concepts II

5 0 5

Prerequisites: COS 271 and COS 272

Corequisites: COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274 Instructor Practicum II

0 21 7

Prerequisites: COS 271 and COS 272

Corequisites: COS 273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. This is a certificate-level course.

Computer Science

CSC 134 C++ Programming

2 3 3

Prerequisites: CIS 115 or CSC 139

Corequisites: None

This course introduces computer programming using the C++ programming language with object-oriented programming principles.

Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 139 Visual BASIC Programming
2 3 3

Prerequisites: MAT 070 and RED 090 or
satisfactory scores on the college
placement tests

Corequisites: None

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 142 Visual COBOL Programming
2 3 3

Prerequisites: MAT 070 and RED 090 or
satisfactory scores on the college
placement tests

Corequisites: None

This course introduces computer programming using the Visual COBOL programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.

CSC 151 JAVA Programming
2 3 3

Prerequisites: CIS 115, CSC 134, or CSC 139

Corequisites: None

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 234 Advanced C++ Programming
2 3 3

Prerequisites: CSC 134

Corequisites: None

This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 239 Advanced Visual BASIC Programming
2 3 3

Prerequisites: CSC 139

Corequisites: None

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 242 Advanced Visual COBOL Programming
2 3 3

Prerequisites: CSC 142

Corequisites: None

This course is a continuation of CSC 142 using the Visual COBOL programming language with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 251 Advanced JAVA Programming
2 3 3

Prerequisites: CSC 151

Corequisites: None

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement

objects using the appropriate environment.

CSC 289 Programming Capstone Project
1 4 3

Prerequisites: CTS 285

Corequisites: None

This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation

Computer Information Technology

CTS 120 Hardware/Software Support
2 3 3

Prerequisites: CIS 110 or CIS 111 and RED 090 or satisfactory score on the college placement test

Corequisites: None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130 Spreadsheet
2 2 3

Prerequisites: CIS 110, CIS 111, or OST 137 and RED 090 or satisfactory score on the college placement test.

Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 230 Advanced Spreadsheet
2 2 3

Prerequisites: CTS 130

Corequisites: None

This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, data-

bases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.

CTS 285 Systems Analysis & Design
3 0 3

Prerequisites: CIS 115

Corequisites: None

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 289 System Support Project
1 4 3

Prerequisites: CTS 285

Corequisites: None

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Database Management Technology

DBA 110 Database Concepts
2 3 3

Prerequisites: CIS 110

Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DBA 115 Database Applications
2 2 3

Prerequisites: DBA 110

Corequisites: None

This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates,

screens, and reports representative of industry requirements.

Design Drafting

DDF 252 Advanced Solid Modeling

2 2 3

Prerequisites: DFT 153 or DFT 154

Corequisites: None

This course introduces advanced solid modeling and design software. Topics include design principles, design constraints, work planes, view generation, and model shading and rendering. Upon completion, students should be able to create advanced solid models.

Dietetic Technician

Please refer to Gaston College's catalog for DET course descriptions.

Developmental Disabilities

DDT 110 Developmental Disabilities

3 0 3

Prerequisites: None

Corequisites: None

This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span.

Drafting

DFT 111 Technical Drafting I

1 3 2

Prerequisites: None

Corequisites: None

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

DFT 151 CAD I

2 3 3

Prerequisites: None

Corequisites: None

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 152 CAD II

2 3 3

Prerequisites: DFT 151

Corequisites: None

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

DFT 153 CAD III

2 3 3

Prerequisites: DFT 151

Corequisites: None

This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data.

DFT 211 Gears, Cams, & Pulleys

1 3 2

Prerequisites: DFT 111 and MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites: None

This course introduces the principles of motion transfer. Topics include gears, cams, pulleys, and drive components. Upon completion, students should be able to solve problems and produce drawings dealing with ratios.

Drama/Theatre

DRA 111 Theatre Appreciation

3 0 3

Prerequisites: None

Corequisites: None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts.

DRA 124 Readers Theatre
3 0 3

Prerequisites: None

Corequisites: None

This course provides a theoretical and applied introduction to the medium of readers theatre. Emphasis is placed on the group performance considerations posed by various genres of literature. Upon completion, students should be able to adapt and present a literary script following the conventions of readers theatre. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 130 Acting I
0 6 3

Prerequisites: None

Corequisites: None

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 131 Acting II
0 6 3

Prerequisites: DRA 130

Corequisites: None

This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Economics

ECO 251 Principles of Microeconomics
3 0 3

Prerequisites: None

Corequisites: None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objec-

tives. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ECO 252 Principles of Macroeconomics
3 0 3

Prerequisites: None

Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Education

EDU 118 Teacher Associate Principles & Practices
3 0 3

Prerequisites: None

Corequisites: None

This course covers the teacher associate's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting professional role of the teacher associate, demonstrate positive communication, and discuss educational philosophy. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Education program.

EDU 119 Introduction to Early Childhood Education
4 0 4

Prerequisites: None

Corequisites: None

This course covers the foundations of the education profession; the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum that are responsive to the needs of children and families. Upon completion, students should be able design career plans and develop appropriate schedules, environments and activity plans

while incorporating adaptations for children with exceptionalities.

EDU 126 Early Childhood Seminar I
2 0 0 2
 Prerequisites: EDU 119 or EDU 111 and EDU 112; or EDU 111 and EDU 113
 Corequisites: COE 111, COE 112, COE 113, or COE 114

This course will introduce the students to the early childhood classroom setting and the roles that professionals play in that setting. Emphasis is placed on observations of children/teachers in the classroom, and the use of assessment tools to enhance planning and implementation of curricular experiences. Upon completion, students should be able to use various child assessment tools, determine developmental characteristics of children, and plan developmentally appropriate curricula.

EDU 131 Child, Family, & Community
3 0 3
 Prerequisites: None
 Corequisites: None

This course covers the development of partnerships between families, inclusive programs for children/schools that serve young children with and without disabilities, and the community. Emphasis is placed on requisite skills and benefits for successfully establishing, supporting, and maintaining respectful collaborative relationships between today's diverse families, centers/schools, and community resources. Upon completion, students should be able to describe appropriate relationships with parents/caretakers, center/school colleagues, and community agencies that enhance the educational experiences/well-being of all children.

EDU 144 Child Development I
3 0 3
 Prerequisites: None
 Corequisites: None

This course covers the theories of child development, developmental sequences, and factors that influence children's development, from conception through pre-school for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and the multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 145 Child Development II
3 0 3
 Prerequisites: Enrollment in an Early Childhood program and EDU 144
 Corequisites: None

This course covers theories of child development, developmental sequences, and factors that influence children's development, from pre-school through middle childhood for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 146 Child Guidance
3 0 3
 Prerequisites: None
 Corequisites: None

This course introduces practical principles and techniques for providing developmentally appropriate guidance for all children with and without disabilities, including those at risk. Emphasis is placed on encouraging self-esteem, cultural awareness, effective communication skills, direct/indirect techniques/strategies and observation to understand the underlying causes of behavior. Upon completion, students should be able to demonstrate appropriate interactions with children and families and promote conflict resolution, self-control, self-motivation, and self-esteem in children.

EDU 147 Behavior Disorders
3 0 3
 Prerequisites: None
 Corequisites: None

This course is a comprehensive study of behavior disorders encompassing characteristics, assessments, and placement alternatives. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize appropriate behavior management applications. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Education program.

EDU 148 Learning Disabilities
4 2 5
 Prerequisites: None
 Corequisites: None

This course is a comprehensive study of the characteristics, teaching strategies, assessment tools, and placement alternatives for children with

learning disabilities. Topics include characteristics, causes, assessment instruments, learning strategies, and collaborative methods for children with learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with learning disabilities. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Education program.

EDU 151 Creative Activities

3 0 3

Prerequisites: None

Corequisites: None

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to create, manage, adapt and evaluate developmentally supportive learning materials, experiences and environments.

EDU 152 Music, Movement, & Language

3 0 3

Prerequisites: None

Corequisites: None

This course introduces a historical perspective of music and movement and integrates the whole language concept with emphasis on diversity. Emphasis is placed on designing an environment that emphasizes language development through developmentally and culturally appropriate music and movement. Upon completion, students should be able to design an environment that develops language through a music and movement curriculum that emphasizes diversity.

EDU 153 Health, Safety, & Nutrition

3 0 3

Prerequisites: None

Corequisites: None

This course focuses on promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, implement safe learning environments, and adhere to state regulations.

EDU 163 Classroom Management & Instructional Techniques

3 0 3

Prerequisites: None

Corequisites: None

This course examines management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 186 Reading & Writing Methods

3 0 3

Prerequisites: None

Corequisites: None

This course covers concepts, resources, and methods for teaching reading and writing to school-age children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches, and instructional strategies. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate reading and writing experiences. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Education program.

EDU 221 Children with Exceptionalities

3 0 3

Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245

Corequisites: None

This course, based on the foundation of typical development, introduces working with children with exceptionalities. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the learning environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, collaborate with families and professionals to plan, implement, and evaluate inclusion strategies.

EDU 234 Infants, Toddlers, & Twos

3 0 3

Prerequisites: None

Corequisites: None

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equip-

ment, and implement and evaluate a developmentally appropriate curriculum.

EDU 235 School-Age Development & Programs
2 0 2

Prerequisites: None

Corequisites: None

This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

EDU 243 Learning Theory
3 0 3

Prerequisites: None

Corequisites: None

This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the seven types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.

EDU 244 Human Growth/Development
3 0 3

Prerequisites: None

Corequisites: None

This course introduces lateral entry teachers to theories and ages and stages related to human growth and development from birth through adolescence. Emphasis is placed on development through the stages of a child's life in the areas of physical, emotional, social, intellectual, and moral development. Upon completion, students should be able to identify and describe milestones of each stage in all areas of development and discuss factors that influence growth.

EDU 245 Policies and Procedures
3 0 3

Prerequisites: None

Corequisites: None

This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency situation procedures, acceptable discipline, chain of command, role of mentors, evaluation procedures, employment requirements, dress codes, and other policies and procedures. Upon completion, students should be

able to explain the policies and procedures to students, parents, or others and discuss the purpose of each policy category.

EDU 247 Physical Disabilities
3 0 3

Prerequisites: EDU 144 or PSY 244

Corequisites: None

This course covers characteristics, intervention strategies, adaptive procedures, and technologies for children with physical disabilities. Topics include intervention strategies, inclusive placement options, and utilization of support services for children with physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies for specific disabilities and service delivery options for those disabilities. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Education program.

EDU 248 Mental Retardation
2 2 3

Prerequisites: EDU 221

Corequisites: None

This course covers the causes and assessment of mental retardation and individualized instruction and curriculum for children with mental retardation. Emphasis is placed on definition, characteristics, assessment, and educational strategies for children with mental retardation. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with mental retardation. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Education program.

EDU 250 PRAXIS I Preparation
1 0 1

Prerequisites: None

Corequisites: None

This course is designed to prepare potential teachers for the PRAXIS I exam that is necessary to enter the field of education. Emphasis is placed on content specifications of the PRAXIS I exam, study skills and simulated examinations. Upon completion, students should be able demonstrate an understanding of the content necessary for successful completion of the PRAXIS I exam.

EDU 252 Math & Science Activities
3 0 3

Prerequisites: None

Corequisites: None

This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify,

plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.

EDU 254 Music & Movement for Children
1 2 2

Prerequisites: None

Corequisites: None

This course covers the use of music and creative movement for children. Topics include a general survey of the basic elements of music and planning, designing, and implementing music and movement experiences for creative learning. Upon completion, students should be able to use voice and various musical instruments to provide musical and movement activities for children.

EDU 259 Curriculum Planning
3 0 3

Prerequisites: EDU 112, EDU 113, or EDU 119

Corequisites: None

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

EDU 261 Early Childhood Admin. I
3 0 3

Prerequisites: None

Corequisites: None

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 262 Early Childhood Admin. II
3 0 3

Prerequisites: EDU 261

Corequisites: None

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

EDU 271 Educational Technology
2 2 3

Prerequisites: None

Corequisites: None

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

EDU 275 Effective Teaching Training
2 0 2

Prerequisites: None

Corequisites: None

This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

EDU 280 Language & Literacy Experiences
3 0 3

Prerequisites: None

Corequisites: None

This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication. Topics include selection of literature and other media, the integration of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate literacy experiences.

EDU 282 Early Childhood Literature
3 0 3

Prerequisites: None

Corequisites: None

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

EDU 285	Internship Experiences—School Age
	1 0 1
Prerequisites:	ENG 111
Corequisites:	COE 121

This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Education program.

EDU 288	Advanced Issues/Early Childhood Education
	2 0 2
Prerequisites:	None
Corequisites:	None

This course covers advanced topics and issues in early childhood. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues in early childhood education.

Electricity

ELC 113	Basic Wiring I
	2 6 4
Prerequisites:	None
Corequisites:	None

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 115	Industrial Wiring
	2 6 4
Prerequisites:	ELC 113
Corequisites:	None

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117	Motors and Controls
	2 6 4
Prerequisites:	ELC 131
Corequisites:	None

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 119	NEC Calculations
	1 2 2
Prerequisites:	None
Corequisites:	None

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

ELC 128	Introduction to PLC
	2 3 3
Prerequisites:	None
Corequisites:	None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131	DC/AC Circuit Analysis
	4 3 5
Prerequisites:	None
Corequisites:	MAT 121

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 229	Applications Project
	1 3 2
Prerequisites:	ELC 113 or ELC 131
Corequisites:	None

This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and test-

ing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.

Electronics

ELN 131 Semiconductor Applications
3 3 4

Prerequisites: None
Corequisites: None

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132 Linear IC Applications
3 3 4

Prerequisites: ELN 131
Corequisites: None

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics
3 3 4

Prerequisites: None
Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 232 Introduction to Microprocessors
3 3 4

Prerequisites: ELN 133
Corequisites: None

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 234 Communication Systems
3 3 4

Prerequisites: ELN 132
Corequisites: None

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

English

ENG 075 Reading & Language Essentials
5 0 5

Prerequisites: None
Corequisites: None

This course uses whole language to develop proficiency in basic reading and writing. Emphasis is placed on increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to understand and create grammatically and syntactically correct sentences. This course integrates ENG 070 and RED 070. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.

ENG 080 Writing Foundations
3 2 4

Prerequisites: ENG 070, ENG 075, or satisfactory score on the college placement test
Corequisites: None

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. This course does not satisfy the developmental reading and writing prerequisite for ENG 111.

ENG 085 Reading & Writing Foundations
5 0 5

Prerequisites: ENG 070 and RED 070 or ENG 075 or satisfactory scores on the college placement tests
Corequisites: None

This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon comple-

tion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. This course integrates ENG 080 and RED 080. This course does not satisfy the developmental reading and writing prerequisites for ENG 111 or ENG 111A.

ENG 090 Composition Strategies
3 0 3

Prerequisites: ENG 080, ENG 085, or satisfactory score on the college placement test

Corequisites: ENG 090A

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. This course satisfies the developmental writing requirement for ENG 111.

ENG 090A Comp Strategies Lab
0 2 1

Prerequisites: ENG 080, ENG 085, or satisfactory score on the college placement test

Corequisites: ENG 090

This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

ENG 095 Reading & Composition Strategies
5 0 5

Prerequisites: ENG 080 and RED 080 or ENG 085

Corequisites: None

This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing. This course integrates ENG 090 and RED 090. This course satisfies the developmental reading and writing prerequisites for ENG 111 and ENG 111A.

ENG 111 Expository Writing
3 0 3

Prerequisites: ENG 090 and RED 090 or ENG 095 or satisfactory scores on the college placement tests

Corequisites: ENG 111A and OST 080

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. Students should also be able to demonstrate an understanding of the fundamentals of research and documentation. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 111A Expository Writing Lab
0 2 1

Prerequisites: ENG 090 and RED 090 or ENG 095

Corequisites: ENG 111

This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111.

ENG 113 Literature-Based Research
3 0 3

Prerequisites: "C" or better earned in ENG 111

Corequisites: None

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 114 Professional Research & Reporting
3 0 3

Prerequisites: ENG 111

Corequisites: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening,

critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 125 Creative Writing I
3 0 3

Prerequisites: ENG 111

Corequisites: None

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ENG 135 Introduction to Short Fiction
3 0 3

Prerequisites: ENG 111

Corequisites: ENG 112, ENG 113, or ENG 114

This course provides intensive study of short fiction as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of short fiction. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of short fiction. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ENG 231 American Literature I
3 0 3

Prerequisites: "C" or better earned in ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 232 American Literature II
3 0 3

Prerequisites: "C" or better earned in ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 233 Major American Writers
3 0 3

Prerequisites: "C" or better earned in ENG 112, ENG 113, or ENG 114

Corequisites: None

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 241 British Literature I
3 0 3

Prerequisites: "C" or better earned in ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 242 British Literature II
3 0 3

Prerequisites: "C" or better earned in ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze,

and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 251 Western World Literature I
3 0 3
Prerequisites: "C" or better earned in ENG 112, ENG 113, or ENG 114
Corequisites: None

This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 252 Western World Literature II
3 0 3
Prerequisites: "C" or better earned in ENG 112, ENG 113, or ENG 114
Corequisites: None

This course provides a survey of selected European works from the Neoclassical period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Fire Protection

Please refer to Catawba Valley Community College's catalog for FIP courses descriptions.

French

FRE 111 Elementary French I
3 0 3
Prerequisites: ENG 090 and RED 090 or ENG 095 or satisfactory scores on the college placement tests
Corequisites: None

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

tion Agreement general education core requirement in humanities/fine arts.

FRE 112 Elementary French II
3 0 3
Prerequisites: FRE 111
Corequisites: None

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 211 Intermediate French I
3 0 3
Prerequisites: FRE 112
Corequisites: None

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 212 Intermediate French II
3 0 3
Prerequisites: FRE 211
Corequisites: None

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Geography

GEO 111 World Regional Geography
3 0 3
Prerequisites: None
Corequisites: None

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that

interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEO 112 Cultural Geography
3 0 3

Prerequisites: None
Corequisites: None

This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEO 113 Economic Geography
3 0 3

Prerequisites: None
Corequisites: None

This course covers the patterns and networks of economic interdependence and how they affect human populations. Emphasis is placed on the economic aspects of the production and distribution of goods and services and their impact on the quality of human life. Upon completion, students should be able to describe different economic systems and demonstrate an understanding of the variables that influence economic development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEO 130 General Physical Geography
3 0 3

Prerequisites: None
Corequisites: None

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEO 131 Physical Geography I
3 2 4

Prerequisites: None
Corequisites: None

This course introduces the basic physical components that help shape the earth. Emphasis is placed on the geographic grid, cartography, weather, climate, biogeography, and soils. Upon completion, students should be able to identify these components and explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

German

GER 111 Elementary German I
3 0 3

Prerequisites: ENG 090 and RED 090 or ENG 095 or satisfactory scores on the college placement tests
Corequisites: None

This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GER 112 Elementary German II
3 0 3

Prerequisites: GER 111
Corequisites: None

This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GER 211 Intermediate German I
3 0 3

Prerequisites: GER 112
Corequisites: None

This course provides a review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and

representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GER 212 Intermediate German II
3 0 3

Prerequisites: GER 211

Corequisites: None

This course provides a continuation of GER 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Gerontology

GRO 120 Gerontology
3 0 3

Prerequisites: PSY 150

Corequisites: None

This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

Health

HEA 110 Personal Health/Wellness
3 0 3

Prerequisites: None

Corequisites: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HEA 112 First Aid & CPR
1 2 2

Prerequisites: None

Corequisites: None

This course introduces the basics of emergency first aid treatment. Topics include rescue

breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HEA 120 Community Health
3 0 3

Prerequisites: None

Corequisites: None

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

History

HIS 121 Western Civilization I
3 0 3

Prerequisites: ENG 090 and RED 090 or satisfactory scores on the college placement tests

Corequisites: None

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 122 Western Civilization II
3 0 3

Prerequisites: ENG 090 and RED 090 or satisfactory scores on the college placement tests

Corequisites: None

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general

education core requirement in social/behavioral sciences.

HIS 131 American History I

3 0 3

Prerequisites: RED 090 or satisfactory score on the college placement test

Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 132 American History II

3 0 3

Prerequisites: RED 090 or satisfactory score on the college placement test

Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 215 Nineteenth-Century Europe

3 0 3

Prerequisites: None

Corequisites: None

This course provides an in-depth survey of European history from 1815 to 1914. Topics include the development of nationalism, liberalism, socialism, imperialism, and the origins of World War I. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in nineteenth-century Europe. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HIS 216 Twentieth-Century Europe

3 0 3

Prerequisites: None

Corequisites: None

This course provides an in-depth survey of twentieth-century Europe. Topics include World Wars I and II, and political, social, and cultural

movements of the twentieth century. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in twentieth-century Europe. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HIS 226 The Civil War

3 0 3

Prerequisites: None

Corequisites: None

This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HIS 231 Recent American History

3 0 3

Prerequisites: None

Corequisites: None

This course is a study of American society from the post-Depression era to the present. Topics include World War II, the Cold War, social unrest, the Vietnam War, the Great Society, and current political trends. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in recent America. The background to these events is reviewed from 1900 and the diplomatic impact of events is stressed as the United States moves into world leadership. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HIS 236 North Carolina History

3 0 3

Prerequisites: None

Corequisites: None

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This course has been approved to satisfy

the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Human Services

HSE 110 Introduction to Human Services **2 2 3**

Prerequisites: None

Corequisites: None

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112 Group Process I **1 2 2**

Prerequisites: Enrollment in the HSE program

Corequisites: None

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 123 Interviewing Techniques **2 2 3**

Prerequisites: None

Corequisites: None

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125 Counseling **2 2 0 3**

Prerequisites: None

Corequisites: None

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

HSE 210 Human Services Issues **2 0 2**

Prerequisites: Successful completion of 12 SHC in the HSE program

Corequisites: None

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

HSE 220 Case Management **2 2 3**

Prerequisites: HSE 110

Corequisites: None

This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

HSE 225 Crisis Intervention **3 0 3**

Prerequisites: None

Corequisites: None

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

HSE 227 Children & Adolescents in Crisis **3 0 3**

Prerequisites: None

Corequisites: None

This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents.

HSE 240 Issues in Client Services **3 0 3**

Prerequisites: None

Corequisites: None

This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional

responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

Humanities

HUM 115 Critical Thinking

3 0 3

Prerequisites: ENG 090 and RED 090 or ENG 095 or satisfactory scores on the college placement tests

Corequisites: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 120 Cultural Studies

3 0 3

Prerequisites: ENG 090

Corequisites: None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 150 American Women's Studies

3 0 3

Prerequisites: ENG 090

Corequisites: None

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 160 Introduction to Film

2 2 3

Prerequisites: ENG 090

Corequisites: None

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 170 The Holocaust

3 0 3

Prerequisites: ENG 090 and RED 090 or ENG 095

Corequisites: None

This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HUM 220 Human Values and Meaning

3 0 3

Prerequisites: ENG 111

Corequisites: None

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Hydraulics

HYD 110 Hydraulics/Pneumatics I

2 3 3

Prerequisites: None

Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic

systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

Industrial Science

ISC 112 Industrial Safety
2 0 2

Prerequisites: None
Corequisites: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

Machining

MAC 122 CNC Turning
1 3 2

Prerequisites: None
Corequisites: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124 CNC Milling
1 3 2

Prerequisites: None
Corequisites: None

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

**MAC 232 CNC Graphics Programming:
Milling**
1 4 3

Prerequisites: MAC 121 or MAC 124 and MEC 110
Corequisites: None

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon

completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

Mathematics

MAT 050 Basic Math Skills
3 2 4

Prerequisites: None
Corequisites: None

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

MAT 060 Essential Mathematics
3 2 4

Prerequisites: MAT 050 or satisfactory score on the college placement test
Corequisites: None

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070 Introductory Algebra
3 2 4

Prerequisites: MAT 060 or satisfactory score on the college placement test
Corequisites: RED 080 or ENG 085

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080 Intermediate Algebra
3 2 4

Prerequisites: MAT 070 or satisfactory score on the college placement test
Corequisites: RED 080 or ENG 085

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equa-

tions; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 115 Mathematical Models

2 2 3

Prerequisites: MAT 060, MAT 070, MAT 080, MAT 090, MAT 095, or satisfactory score on the college placement test, or MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites: None

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, function notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 121 Algebra/Trigonometry I

2 2 3

Prerequisites: MAT 070, MAT 080, MAT 090, or MAT 095, or satisfactory score on the college placement test

Corequisites: None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122 Algebra/Trigonometry II

2 2 3

Prerequisites: MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites: None

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140 Survey of Mathematics

3 0 3

Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, or satisfactory score on the college placement test, or MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites: None

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 151 Statistics I

3 0 3

Prerequisites: MAT 080, MAT 090, MAT 095, or satisfactory score on the college placement test, or MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites: MAT 151A

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).

MAT 151A Statistics I Lab

0 2 1

Prerequisites: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 140, MAT 161, MAT 171, or MAT 175

Corequisites: MAT 151

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).

tion Agreement for transferability as a premajor and/or elective course requirement.

MAT 161 College Algebra
3 0 3

Prerequisites: MAT 080, MAT 090, or MAT 095, or satisfactory score on the college placement test

Corequisites: None

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.

MAT 162 College Trigonometry
3 0 3

Prerequisites: MAT 161

Corequisites: None

This course provides an integrated technological approach to trigonometric applications used in problem solving. Emphasis is placed on applications involving trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.

MAT 171 Precalculus Algebra
3 0 3

Prerequisites: MAT 080, MAT 090, MAT 095, or satisfactory score on the college placement test, or MAT 161

Corequisites: MAT 171A

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 171A Precalculus Algebra Lab
0 2 1

Prerequisites: MAT 080, MAT 090, MAT 095, or satisfactory score on the college placement test, or MAT 161

Corequisites: MAT 171

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 172 Precalculus Trigonometry
3 0 3

Prerequisites: MAT 171

Corequisites: MAT 172A

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 172A Precalculus Trigonometry Lab
0 2 1

Prerequisites: MAT 171

Corequisites: MAT 172

This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 175 Precalculus
4 0 4

Prerequisites: MAT 080 or satisfactory score on the college placement test

Corequisites: None

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models

for analysis and prediction. Core credit will not be given for both MAT 175 and MAT 161 (or MAT 162). This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 263 Brief Calculus
3 0 3

Prerequisites: MAT 161, MAT 171, or MAT 175
Corequisites: None

This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 271 Calculus I
3 2 4

Prerequisites: MAT 172 or MAT 175
Corequisites: None

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 272 Calculus II
3 2 4

Prerequisites: MAT 271
Corequisites: None

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 273 Calculus III
3 2 4

Prerequisites: MAT 272
Corequisites: None

This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 280 Linear Algebra
3 0 3

Prerequisites: MAT 271
Corequisites: None

This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 285 Differential Equations
3 0 3

Prerequisites: MAT 272
Corequisites: None

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Mechanical

MEC 110 Introduction to CAD/CAM

1 2 2

Prerequisites: None

Corequisites: None

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC 111 Machine Processes I

1 4 3

Prerequisites: None

Corequisites: None

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

MEC 161 Manufacturing Processes I

3 0 3

Prerequisites: None

Corequisites: None

This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.

MEC 180 Engineering Materials

2 3 3

Prerequisites: None

Corequisites: None

This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

MEC 250 Statics & Strength of Materials

4 3 5

Prerequisites: MAT 121 or MAT 175

Corequisites: None

This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and

analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.

Medical Assisting

MED 110 Orientation to Medical Assisting

1 0 1

Prerequisites: None

Corequisites: None

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 118 Medical Law and Ethics

2 0 2

Prerequisites: None

Corequisites: None

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121 Medical Terminology I

3 0 3

Prerequisites: None

Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 Medical Terminology II

3 0 3

Prerequisites: MED 121

Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and

define medical terms as related to selected body systems and their pathological disorders.

MED 130 Administrative Office Proc. I
1 2 2

Prerequisites: Enrollment in the Medical Assisting program

Corequisites: MED 121

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 Administrative Office Proc. II
1 2 2

Prerequisites: MED 122 and MED 130

Corequisites: None

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 140 Exam Room Procedures I
3 4 5

Prerequisites: Enrollment in the Medical Assisting program, BIO 163 and MED 122

Corequisites: MED 150

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Procedures I
3 4 5

Prerequisites: Enrollment in the Medical Assisting program, BIO 163, and MED 122

Corequisites: MED 140

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 183 Electronic Medical Records I
3 2 3 5

Prerequisites: Enrollment in the Medical Assisting program

Corequisites: CIS 111 or OST 131

This course introduces students to the design and creation of Electronic Medical Records using a variety of EMR models. Topics include historical background of electronic medical records, legal/ethical principles inherent to healthcare information, patient flow, scheduling, call processing and tasking using the EMR. Upon completion, students should be able to discuss the history of EMR, identify emerging issues, apply ethical principles, and use basic modules of an EMR.

MED 184 Electronic Medical Records II
2 3 3 4

Prerequisites: MED 183

Corequisites: None

This course is designed to build upon the fundamental tasks required to create and maintain the electronic medical record. Emphasis is placed on electronic documentation, charge capture, document scanning, tracking physician's orders and test results using patient scenarios. Upon completion, students should be able to demonstrate competence in the creation, maintenance and integration of all aspects of an electronic medical record.

MED 232 Medical Insurance Coding
1 3 2

Prerequisites: MED 122 and MED 131

Corequisites: None

This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 260 MED Clinical Externship
15 0 0 5

Prerequisites: Enrollment in the Medical Assisting program, OST 134, ENG 111, and successful completion of MED 100 level courses

Corequisites: PSY 118 or PSY 150

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 270	Symptomatology
	2 2 0 3
Prerequisites:	First year of Medical Assisting program must be completed
Corequisites:	None

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

Marketing and Retailing

MKT 120	Principles of Marketing
	3 0 3
Prerequisites:	None
Corequisites:	None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 121	Retailing
	3 0 3
Prerequisites:	None
Corequisites:	None

This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.

MKT 122	Visual Merchandising
	3 0 3
Prerequisites:	None
Corequisites:	None

This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

MKT 123 Fundamentals of Selling
3 0 3

Prerequisites: None
Corequisites: None

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 220 Advertising and Sales
Promotion
3 0 3

Prerequisites: None
Corequisites: None

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 225 Marketing Research
3 0 3

Prerequisites: MKT 120
Corequisites: None

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

MKT 226	Retail Applications		
	3	0	3

Prerequisites: None
Corequisites: None

This course is designed to develop occupational competence through participation in case studies, group work, and simulations. Emphasis is placed on all aspects of store ownership and operation, including securing financial backing and a sufficient market share. Upon completion, students should be able to demonstrate an understanding of concepts covered through application. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

Medical Laboratory Technology

Please refer to Southwestern Community College's catalog for MLT course descriptions.

Music

MUS 110 Music Appreciation
3 0 3

Prerequisites: None
Corequisites: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 111 Fundamentals of Music
3 0 3

Prerequisites: None
Corequisites: None

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 112 Introduction to Jazz
3 0 3

Prerequisites: None
Corequisites: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 121 Music Theory I
3 2 4

Prerequisites: None
Corequisites: None

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 122 Music Theory II
3 2 4

Prerequisites: MUS 121
Corequisites: None

This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 131 Chorus I
0 2 1

Prerequisites: None
Corequisites: None

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 132 Chorus II
0 2 1

Prerequisites: MUS 131
Corequisites: None

This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 133 Band I
0 2 1

Prerequisites: None

Corequisites: None

This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 134 Band II
0 2 1

Prerequisites: MUS 133

Corequisites: None

This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 135 Jazz Ensemble I
0 2 1-

Prerequisites: None

Corequisites: None

This course provides an opportunity for those who play an appropriate instrument to gain experience playing in a jazz ensemble. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 136 Jazz Ensemble II
0 2 1

Prerequisites: MUS 135

Corequisites: None

This course is a continuation of MUS 135. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation

Agreement for transferability as a premajor and/or elective course requirement.

MUS 141 Ensemble I
0 2 1

Prerequisites: None

Corequisites: None

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 142 Ensemble II
0 2 1

Prerequisites: MUS 141

Corequisites: None

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 151 Class Music I
0 2 1

Prerequisites: None

Corequisites: None

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 151P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 152 Class Music II
0 2 1

Prerequisites: MUS 151

Corequisites: None

This course is a continuation of MUS 151.

Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 152P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as an elective course requirement. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 161 Applied Music I

1 2 2

Prerequisites: Enrollment in the A.F.A.-Music & Music Education program (A1020D)

Corequisites: None

This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 161P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 162 Applied Music II

1 2 2

Prerequisites: Enrollment in the A.F.A.-Music & Music Education program (A1020D) and MUS 161

Corequisites: None

This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 162P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 210 History of Rock Music

3 0 3

Prerequisites: None

Corequisites: None

This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related

historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 211 History of Country Music

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the varied origins of country music and the commercialization of this art form. Emphasis is placed on historical, sociocultural, and stylistic factors related to country music and musicians. Upon completion, students should be able to identify specific styles and explain the influence of pop culture on the development of country music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 221 Music Theory III

3 2 4

Prerequisites: MUS 122

Corequisites: None

This course is a continuation of MUS 122. Emphasis is placed on altered and chromatic harmony, common practice era compositional techniques and forms, and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 222 Music Theory IV

3 2 4

Prerequisites: MUS 221

Corequisites: None

This course is a continuation of studies begun in MUS 221. Emphasis is placed on continued study of common practice era compositional techniques and forms, 20th century practices, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 231 Chorus III
0 2 1

Prerequisites: MUS 132
 Corequisites: None

This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 232 Chorus IV
0 2 1

Prerequisites: MUS 231
 Corequisites: None

This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 233 Band III
0 2 1

Prerequisites: MUS 134
 Corequisites: None

This course is a continuation of MUS 134. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 234 Band IV
0 2 1

Prerequisites: MUS 233
 Corequisites: None

This course is a continuation of MUS 233. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 235 Jazz Ensemble III
0 2 1

Prerequisites: MUS 136
 Corequisites: None

This course is a continuation of MUS 136. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 236 Jazz Ensemble IV
0 2 1

Prerequisites: MUS 235
 Corequisites: None

This course is a continuation of MUS 235. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 241 Ensemble III
0 2 1

Prerequisites: MUS 142
 Corequisites: None

This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 242 Ensemble IV
0 2 1

Prerequisites: MUS 241
 Corequisites: None

This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 261 Applied Music III

1 2 2

Prerequisites: Enrollment in the A.F.A.-Music & Music Education program (A1020D) and MUS 162

Corequisites: None

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 261P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 262 Applied Music IV

1 2 2

Prerequisites: Enrollment in the A.F.A.-Music & Music Education program (A1020D) and MUS 261

Corequisites: None

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 262P for piano. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 271 Music History I

3 0 3

Prerequisites: MUS 122

Corequisites: None

This course is the first of a two-semester, in-depth study of music history. Emphasis is placed on the history and literature of music from Antiquity through the Baroque Period. Upon completion, students should be able to trace important musical developments and demonstrate an understanding of the composers' styles. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 272 Music History II

3 0 3

Prerequisites: MUS 271

Corequisites: None

This course is the second of a two-semester, in-depth study of music history. Emphasis is placed on the history and literature of music from the Classical Period to the present. Upon completion, students should be able to trace important

musical developments and demonstrate an understanding of the composers' styles. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Nursing Assistant

NAS 101 Nursing Assistant I

3 3 4 6

Prerequisites: High school diploma or GED and ENG 095 or RED 090 or satisfactory score on the college placement test

Corequisites: None

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. This is a certificate-level course.

NAS 102 Nursing Assistant II

6 3 2 6

Prerequisites: High school diploma or GED and currently listed as NA I with the State of North Carolina

Corequisites: None

This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing. This is a certificate-level course.

NAS 103 Home Health Care

2 0 2

Prerequisites: High school diploma or GED

Corequisites: None

This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home. This is a certificate-level course.

NAS 104 **Home Health Clinical**
3 0 0 1

Prerequisites: None

Corequisites: None

This course provides supervised experience in the home and/or simulated laboratory with emphasis on the application of basic nursing skills. Emphasis is placed on the transfer of knowledge and skills from institutional settings to home environments. Upon completion, students should be able to safely and efficiently provide delegated basic care to clients in the home. This is a certificate-level course.

NOS 230 **Windows Administration I**
2 2 3

Prerequisites: NOS 130

Corequisites: None

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

Networking Technology

NET 110 **Networking Concepts**
2 2 3

Prerequisites: CIS 110 and CIS 115

Corequisites: None

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

Nursing

NUR 115 **Fundamentals of Nursing**
6 2 3 5

Prerequisites: CNA I Certification and enrollment in the Associate Degree Nursing program

Corequisites: BIO 168 & NUR 117

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health.

NUR 117 **Pharmacology**
1 3 2

Prerequisites: Enrollment in the Associate Degree Nursing program

Corequisites: NUR 115

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 125 **Maternal-Child Nursing**
6 5 3 8

Prerequisites: BIO 275, NUR 115, NUR 133, NUR 135, and PSY 241

Corequisites: None

This course introduces nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness-illness continuum. Upon completion, students should be able to utilize the nursing process to deliver nursing care to mothers, infants, children, and families.

Networking Operating System

NOS 110 **Operating System Concepts**
2 3 3

Prerequisites: RED 080 or satisfactory score on the college placement test

Corequisites: None

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 130 **Windows Single User**
2 2 3

Prerequisites: NOS 110

Corequisites: None

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NUR 133 Nursing Assessment
 2 3 3
 Prerequisites: BIO 168 and NUR 115
 Corequisites: BIO 169

This course provides theory and application experience for performing nursing assessment of individuals. Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health history and perform a noninvasive physical assessment.

NUR 135 Adult Nursing I
 9 5 3 9
 Prerequisites: BIO 168, NUR 115, NUR 117, and PSY 150
 Corequisites: BIO 169 and NUR 133

This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in health.

NUR 185 Mental Health Nursing
 6 3 0 5
 Prerequisites: NUR 115, NUR 117, and NUR 135
 Corequisites: None

This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/mental health needs.

NUR 235 Adult Nursing II
 15 4 3 10
 Prerequisites: BIO 275, NUR 135, and NUR 291
 Corequisites: NUR 185

This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Upon completion, students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health. Emphasis will also be placed on leadership and management principles for application in the clinical setting.

NUR 291 Selected Topics in Nursing-Leadership
 1 0 1
 Prerequisites: NUR 133 and NUR 135
 Corequisites: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. Students should be able to apply leadership and management skills in a variety of health care settings.

Office Systems Technology

OST 080 Keyboarding Literacy
 1 2 2

Prerequisites: None
 Corequisites: None

This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

OST 131 Keyboarding
 1 2 2

Prerequisites: OST 080 or satisfactory score on the college placement test
 Corequisites: None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. Basic word processing functions and document formatting are introduced.

OST 134 Text Entry & Formatting
 2 2 3

Prerequisites: OST 131
 Corequisites: None

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents and key timed writings at speeds commensurate with employability.

OST 136 Word Processing
1 2 2
Prerequisites: OST 131 and OST 134
Corequisites: None

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. Students will learn to copy and organize diskettes and files, as well as compose, key, and complete a job under time pressure.

OST 164 Text Editing Applications
3 0 3
Prerequisites: ENG 090 and RED 090 or satisfactory scores on the college placement tests
Corequisites: OST 131

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. Edited documents will be formatted properly using a computerized word processing program.

OST 181 Introduction to Office Systems
2 2 3
Prerequisites: OST 131
Corequisites: None

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context. In addition, telephone techniques, mail services, making travel arrangements, and meeting/conference planning are introduced.

OST 184 Records Management
1 2 2
Prerequisites: None
Corequisites: OST 131

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 236 Advanced Word/Information Processing
2 2 3
Prerequisites: OST 135 or OST 136
Corequisites: None

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents. Students will learn desktop publishing and presentation techniques and terminology such as composition, layout, customization, and graphic design using a number of software programs.

OST 289 Office Systems Management
2 2 3
Prerequisites: OST 164, OST 181, and either OST 134 or OST 136
Corequisites: None

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment. A simulation packet is used to show mastery of table, graph, and correspondence preparation, filing, prioritization, communication skills, and use of reference materials.

Phlebotomy

PBT 100 Phlebotomy Technology
5 2 6
Prerequisites: Enrollment in the Phlebotomy Technology program
Corequisites: PSY 118

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. This is a certificate-level course.

PBT 101 Phlebotomy Practicum
9 0 0 3
Prerequisites: Enrollment in the Phlebotomy Technology program, PBT 100
Corequisites: None

This course provides supervised experience in the performance of venipuncture and microcol-

lection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. This is a certificate-level course.

Physical Education

PED 110 Fit and Well for Life
1 2 2

Prerequisites: None
Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 111 Physical Fitness I
0 3 1

Prerequisites: None
Corequisites: None

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 113 Aerobics I
0 3 1

Prerequisites: None
Corequisites: None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 114 Aerobics II
0 3 1

Prerequisites: PED 113
Corequisites: None

This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 117 Weight Training I
0 3 1

Prerequisites: None
Corequisites: None

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 121 Walk, Jog, Run
0 3 1

Prerequisites: None
Corequisites: None

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 128 Golf—Beginning
0 2 1

Prerequisites: None
Corequisites: None

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 129 Golf—Intermediate
0 2 1

Prerequisites: PED 128

Corequisites: None

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 130 Tennis—Beginning
0 2 1

Prerequisites: None

Corequisites: None

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 131 Tennis—Intermediate
0 2 1

Prerequisites: PED 130

Corequisites: None

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 132 Racquetball—Beginning
0 2 1

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 133 Racquetball—Intermediate
0 2 1

Prerequisites: PED 132

Corequisites: None

This course covers more advanced racquet-

ball techniques. Emphasis is placed on refining basic skills, performing advanced shots, and playing strategies for singles and doubles. Upon completion, students should be able to play competitive racquetball. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 137 Badminton
0 2 1

Prerequisites: None

Corequisites: None

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 139 Bowling—Beginning
0 2 1

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 142 Lifetime Sports
0 2 1

Prerequisites: None

Corequisites: None

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 143 Volleyball—Beginning
0 2 1

Prerequisites: None

Corequisites: None

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in

recreational volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 144 Volleyball—Intermediate
0 2 1

Prerequisites: PED 143
 Corequisites: None

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 145 Basketball—Beginning
0 2 1

Prerequisites: None
 Corequisites: None

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 146 Basketball—Intermediate
0 2 1

Prerequisites: PED 145
 Corequisites: None

This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Philosophy

PHI 215 Philosophical Issues
3 0 3

Prerequisites: ENG 111
 Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. This course has been approved to satisfy the Compre-

hensive Articulation Agreement general education core requirement in humanities/fine arts.

PHI 230 Introduction to Logic
3 0 3

Prerequisites: ENG 111
 Corequisites: None

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. This course has been approved to satisfy the Comprehensive Articulation general education core requirement in humanities/fine arts.

PHI 240 Introduction to Ethics
3 0 3

Prerequisites: ENG 111
 Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Physics

PHY 110 Conceptual Physics
3 0 3

Prerequisites: ENG 090, MAT 070, and RED 090 or satisfactory scores on the college placement tests
 Corequisites: PHY 110A

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 110A Conceptual Physics Lab
0 2 1

Prerequisites: ENG 090, MAT 070, and RED 090 or satisfactory score on the college placement test
 Corequisites: PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 131 Physics—Mechanics
3 2 4

Prerequisites: ENG 090 and RED 090 or satisfactory scores on the college placement tests and MAT 121, MAT 161, MAT 171, or MAT 175
 Corequisites: None

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 151 College Physics I
3 2 4

Prerequisites: ENG 090 and RED 090 or satisfactory scores on the college placements tests and MAT 161, MAT 171, or MAT 175
 Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 152 College Physics II
3 2 4

Prerequisites: PHY 151
 Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the

fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 251 General Physics I
3 3 4

Prerequisites: MAT 271
 Corequisites: MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 252 General Physics II
3 3 4

Prerequisites: MAT 272 and PHY 251
 Corequisites: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Political Science

POL 120 American Government
3 0 3

Prerequisites: None
 Corequisites: None

This course is a study of the origins, development, structure, and functions of American

national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 130 State & Local Government
3 0 3

Prerequisites: None
 Corequisites: None

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

POL 210 Comparative Government
3 0 3

Prerequisites: None
 Corequisites: None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 220 International Relations
3 0 3

Prerequisites: None
 Corequisites: None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss

major international relationships, institutions, and problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Psychology

PSY 118 Interpersonal Psychology
3 0 3

Prerequisites: None
 Corequisites: None

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 150 General Psychology
3 0 3

Prerequisites: RED 090 or satisfactory score on the college placement test
 Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 241 Developmental Psychology
3 0 3

Prerequisites: PSY 150
 Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 246 Adolescent Psychology

3 0 3

Prerequisites: PSY 150

Corequisites: None

This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PSY 263 Educational Psychology

3 0 3

Prerequisites: PSY 150

Corequisites: None

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course.

PSY 265 Behavioral Modification

3 0 3

Prerequisites: PSY 150

Corequisites: None

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

PSY 281 Abnormal Psychology

3 0 3

Prerequisites: PSY 150

Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assess-

ment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Reading

RED 080 Introduction to College Reading

3 2 4

Prerequisites: RED 070 or ENG 075 or satisfactory score on the college placement test

Corequisites: None

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. This course does not satisfy the developmental reading prerequisite for ENG 111.

RED 090 Improved College Reading

3 2 4

Prerequisites: RED 080 or ENG 085 or satisfactory score on the college placement test

Corequisites: None

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. This course satisfies the developmental reading prerequisite for ENG 111.

Religion

REL 110 World Religions

3 0 3

Prerequisites: None

Corequisites: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 211 Introduction to Old Testament
3 0 3

Prerequisites: None
 Corequisites: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 212 Introduction to New Testament
3 0 3

Prerequisites: None
 Corequisites: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Substance Abuse

SAB 110 Substance Abuse Overview
3 0 3

Prerequisites: None
 Corequisites: None

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

Information Systems Security

SEC 110 Security Concepts
3 0 3

Prerequisites: CIS 110 and NET 110
 Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement

information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

Sociology

SOC 210 Introduction to Sociology
3 0 3

Prerequisites: RED 090 or satisfactory score on the college placement test
 Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 213 Sociology of the Family
3 0 3

Prerequisites: None
 Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 220 Social Problems
3 0 3

Prerequisites: None
 Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved to satisfy the Comprehensive Articulation Agreement

general education core requirement in social/behavioral sciences.

SOC 225 Social Diversity
3 0 3

Prerequisites: None

Corequisites: None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Speech-Language Pathology

Please refer to Caldwell Community College and Technical Institute's catalog for SLP course descriptions.

Spanish

SPA 111 Elementary Spanish I
3 0 3

Prerequisites: ENG 090 and RED 090 or ENG 095 or satisfactory scores on the college placement tests

Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 112 Elementary Spanish II
3 0 3

Prerequisites: SPA 111

Corequisites: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate

further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 120 Spanish for the Workplace
3 0 3

Prerequisites: None

Corequisites: None

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 211 Intermediate Spanish I
3 0 3

Prerequisites: SPA 112

Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 212 Intermediate Spanish II
3 0 3

Prerequisites: SPA 211

Corequisites: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Truck Driver Training

TRP 100 Truck Driver Training
6 18 12

Prerequisites: None

Corequisites: None

This course provides training in inspecting and driving tractor trailers and assuming driver responsibilities on the road and at pickup and delivery points. Emphasis is placed on defensive

driving, federal motor carrier safety regulations, trip planning, cargo handling, vehicle systems, hours of service, and accident prevention. Upon completion, students should be able to demonstrate the skills required for the commercial driver's license and employment. This is a certificate-level course.

Web Technologies

WEB 110 Internet/Web Fundamentals

2 2 3

Prerequisites: None

Corequisites: None

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

WEB 111 Introduction to Web Graphics

2 2 3

Prerequisites: None

Corequisites: WEB 110

This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners buttons, backgrounds, and other graphics for Web pages.

WEB 115 Web Markup and Scripting

2 2 3

Prerequisites: OST 080 or satisfactory score on the college placement test and WEB 110

Corequisites: None

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

WEB 120 Introduction to Internet Multimedia

2 2 3

Prerequisites: WEB 111 or permission of instructor.

Corequisites: None

This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

WEB 140 Web Development Tools

2 2 3

Prerequisites: OST 080 or satisfactory score on the college placement test and WEB 110 or permission of instructor.

Corequisites: None

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

WEB 210 Web Design

2 2 3

Prerequisites: ENG 080, OST 080, and RED 090 or satisfactory scores on the college placement tests and WEB 111 or permission of instructor.

Corequisites: None

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.

WEB 230 Implementing Web Server

2 2 3

Prerequisites: ENG 080 and RED 090 or satisfactory scores on the college placement tests and NET 110 or NET 125 and CIS 110 and WEB 110 or permission of instructor.

Corequisites: None

This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the

web services deployment lifecycle according to industry standards.

WEB 250 Database Driven Websites
2 2 3

Prerequisites: ENG 080 or satisfactory score on the college placement test, DBA 110, and WEB 140

Corequisites: None

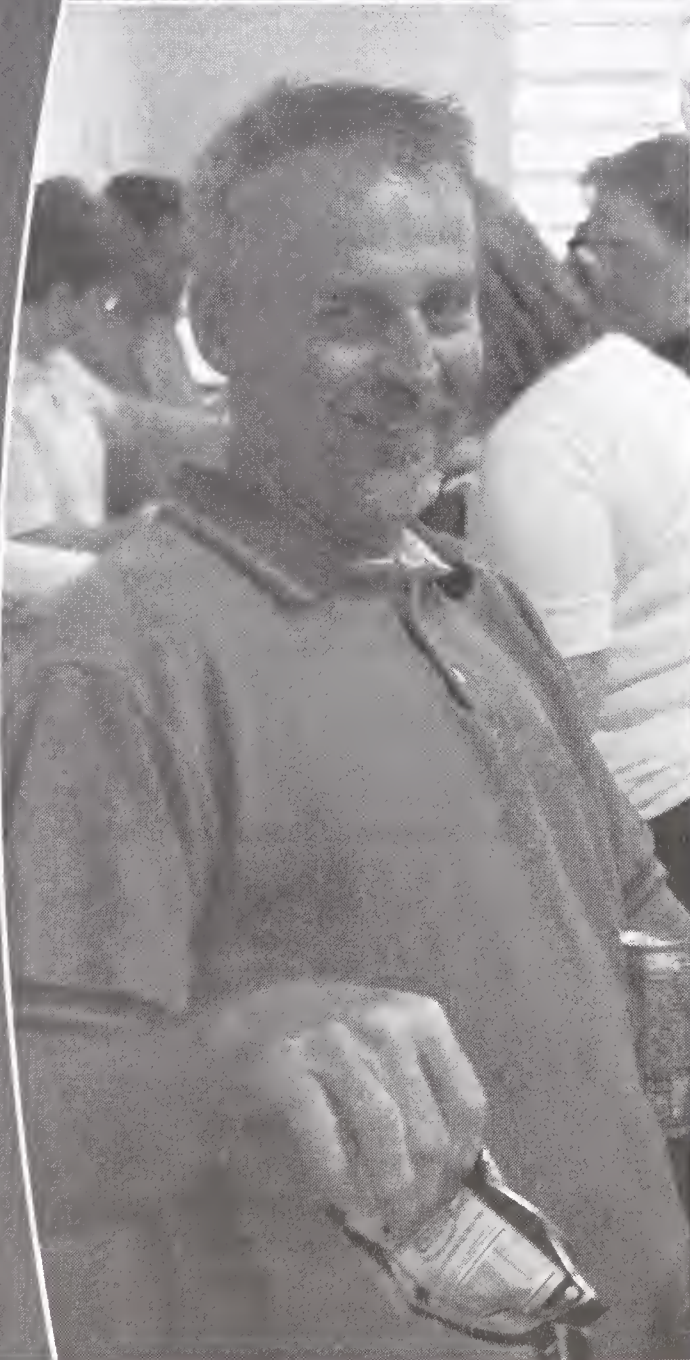
This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

WEB 260 E-Commerce Infrastructure
2 2 3

Prerequisites: WEB 250

Corequisites: None

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, documentation, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site.



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Faculty and Staff

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SGA President

The Mitchell Community College Board of Trustees meets on the fourth Wednesday evening of each month except in November and December when the Board meets on the first Wednesday after Thanksgiving to avoid conflict with the Thanksgiving and Christmas holidays. Also, generally, the Board does not meet in July. Meetings are routinely held at 7 p.m. in the Board Room of Kirkman House on the Main Campus in Statesville.

Administrative Offices

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Sarah Davis Executive Secretary to the President and the Board of Trustees

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Zaneta Summers... Institutional Effectiveness Assessment Specialist
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Allied Health and Public
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Rebecca Manning ... Administrative Assistant
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Jennifer Warren..... Library Audiovisual
Technician Coordinator
Joan JordanLibrary Technician
(Acquisitions)
Crystal Dagenhardt..... Library Assistant
Brett Fansler Director, Mooresville Center/
Director of Industry Training
Margaret Rankin Russell Administrative
Assistant Mooresville Center
Theresa Spencer Records, Registration and
Technology Coordinator
Martha Hart Evening/Weekend
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Judy Hewitt Evening Receptionist
Elaine Hamilton.....Continuing Education
Class Coordinator
Elaine Thomas Evening Receptionist

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Margaret Young .. Administrative Assistant to
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New Program Development
Tara Cashion Coordinator of Secondary/
Postsecondary Programs

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Bonnie McCurry..... Administrative Assistant
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Brenda Sawyer.... Director of Admissions and
Records
Nancy Fields..... Admissions/Records
Technician
Sandy WallaceAdmissions Technician
Erin Baham Admissions and
Records Technician
Janie Patterson Curriculum Maintenance
Technician
Candace Cooper ... Director of Financial Aid
Tracy Rapp Assistant Financial Aid
Director/VA Coordinator
VACANT Financial Aid Specialist
Ann Saunders..... Financial Aid Specialist
Susan KulenkampFinancial Aid
Receptionist
Susan Accardo..... Financial Aid Receptionist
Donavon KirbyDirector of Counseling
Elizabeth Richardson..... Counselor/
International Student Advisor
Corinne Meader Counselor/Admissions
Specialist
Jennifer Williams-Cannon Counselor/
Coordinator of Special Populations/
Disability Services
Nikkole Davis..... Counselor/Coordinator
of Student Activities
Elizabeth PattersonStudent Activities
Administrative Assistant
Wendy Tobin Counselor,
Mooresville Center
Lynne Lepley Chaplain
Dianne Tomlin Evening Receptionist
Joyce Rumble Evening Receptionist

Office of the Vice-President of Workforce Development and Continuing Education

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Workforce Development and
Continuing Education
Cheryl Sells....Administrative Assistant to the
Vice-President of Workforce
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Joyce ChambersAdministrative Assistant,
Allied Health
Sherry Clarke Basic Skills Instructional
Coordinator
Suzanne Wallace HRD Coordinator
Betty ScipioneNEI/FIT Director
Donna Worrell Administrative Assistant
Business/Industry Services

Michael Tucker Small Business Center
Director
SharonWatkins..... Accounts Receivable
Specialist/Cashier
Candy Putnam Director of Basic Skills
Stacey Perry Administrative Assistant
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Beverly Hedrick Director, Occupational
Extension and Community Services
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Occupational Extension
Cindy Wagner Computer Operator
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Tina FlemingBLET Coordinator
Janice Johnson..... Administrative Assistant
for Public Safety and BLET
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Julie SampselDay Receptionist
Kathy Pope Evening Receptionist
Barbara Morrison Evening Receptionist
Mamie Houston.....Coordinator of South
Statesville Skills Center
Peggy MurdockBasic Skills
Intake Specialist
Kendra Mills.....CNA Lead Instructor
Joe Barone Evening Coordinator
Deborah PierceEvening Coordinatorr
Pam Robinson..... HRD Intake/
Assessment Specialist
Anne Corbell..Career Readiness Coordinator

Angela Hoover Bookstore Assistant/
Mailroom Coordinator
David DamronMailroom Clerk/
Internal Courier
Michael Brown.....Facilities Support Services
Superintendent
Donald Clark Housekeeping Technician
Velva Stevenson..... Housekeeping Technician
Mary Jeanne Compton Housekeeping
Technician
Barbara Dobbins... Housekeeping Technician
Marcella James Housekeeping Technician
Milton Beamon Grounds Supervisor
Terry Braddock Grounds Technician
Robert Johnson Housekeeping/
Grounds Technician
Charles Shuford Grounds Technician
David Galliher..... Grounds Technician
Bruce Sowers..... Grounds Technician
David Patterson Grounds Technician
Jeffery Holland..... Grounds Technician
Lamont Kinney Grounds Technician
Chad Lackey..... Facilities Grounds Specialist
David Heinmiller Director of Safety and
Security
Sharon Ellis Administrative Assistant
Receptionist/Security
Cathy Rasnick Security Supervisor
VACANT Security Supervisor
Judy Phillips Printing & Graphic Design
Services Center Coordinator
Ingrid Gaither Printing Technician/
Publishing Assistant
Barbara Wheeler Director of Financial
Services
Pam Hilton..... Financial Analyst
Chuck HowellAccounting Supervisor
Kimberly Dixon Accounts Receivable
Coordinator
Tonya Benge..... Accounts Receivable
Specialist/Cashier
Sandra CockerhamPayroll Administrator
Kristen Morgan.....Payroll Assistant
Kathy Hester..... Accounting Specialist
Christina BrownAccounting Clerk
Lisa Taylor Accounts Receivable
Specialist/Cashier
Carol SetzerAccountant
Shirley Lambert Financial Assistant
Tammy Rackley..... Procurement Officer/
Equipment Coordinator
Anya Morrison..... Accounts Receivable
Specialist

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Finance and Administration**

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Jeff Benfield.....Director of Institutional
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Mark Niswonger IT Coordinator
Marie Prather IT Systems Administrator
Dustin Howell..... IT Assistant Systems
Administrator
Joyce Roseberry.....IT Groupwise Systems
Administrator
Jeff Sherrill IT Instructional Technology
Coordinator
David Armstrong.....IT Campus Network
Administrator
Jodee Fulton... Director of Human Resources
Lee Jan Waddell.....Human Resources
Technician
Gary JohnsonExecutive Director of
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Donna Arnett..... Bookstore Manager

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Bare-Gregory, Dale **Cosmetology**
Diploma, Carolina Beauty College; Certificate, Instructor Trainings; Carolina Beauty College; A.A.S. Mitchell Community College

Beamon, Milton **Grounds/ Maintenance Supervisor**

Bedore, Ellen **Administrative Assistant, VP for Finance and Administration**
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B.S., M.Ed. Penn State

Brown, Michael..... **Facilities Superintendent**

Buelin, Rex **Sociology**
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- Davis, SarahExecutive Secretary,
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Business Diploma, Kings Business College;
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- Dellinger, SallyProgram Coordinator,
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B.S. Ball State University

Sawyer, Brenda **Director, Admissions and Records**

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Scipione, Betty **Director, NEIT and FIT**
B.S. The University of North Carolina at Charlotte

Sells, Cheryl **Administrative Assistant, VP of Workforce Development and Continuing Education**

Setzer, Carol **Accounts Payable Procurement Clerk**

A.A.S. Mitchell Community College

Shealy, Sandra **Mathematics**

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Sherrill, Jeff **Instructional Technology Coordinator**

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Shore, Lloyd **Program Coordinator, Electrical/Electronics Technology**

B.A. UNC-Charlotte; B.S. N.C. State University; M.S. UNC-Charlotte

Shuford, Charles **Facilities Technician**

Smalley, Mark **Coordinator/Instructor Business Administration**

B.S. Truman State University; M.B.A. The Lindenwood University

Sowers, Bruce **Facilities Technician**

Spencer Theresa **Rec., Reg and Tech Coordinator, Mooresville Center**

Office Systems Certificate, A.A.S. Office System Mitchell Community College

Spillane, Christina **DE English**

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Stevenson, Velva **Facilities Technician**

Stewart, Katha **Administrative Assistant, Co-op/Male Mentoring**

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Stinson, Susan **Information Systems and Computer Programming**

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Stroud, Ronna **Internet Technologies**

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Wallace, Suzanne..... **HRD Coordinator**
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